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ABSTRACT

A summary is provided of an investigation made of the book ordering and processing procedures used by the four site libraries operated by the Library and Learning Resources Service of the City on London Polytechnic. The survey sought: 1) to analyze current practices in the sub-areas of selection, bibliographic checking, ordering, receipt, accessioning, cataloging, and physical processing; and 2) to make short-term recommendations to ease the current work flow. The conclusions are advanced that many of the present procedures are needlessly complicated and that they vary from library to library within the system. The recommendations offered are designed to simplify and standardize these procedures. In addition, a detailed system is suggested to guide future library operations. (Author/PB)

ED 089760

CITY OF LONDON POLYTECHNIC

LIBRARY AND LEARNING RESOURCES SERVICE

BOOK ORDERING AND PROCESSING SYSTEM STUDY

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M. Auckland

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March 1973

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SUMMARY

This report summarises an investigation into the present book ordering and processing procedures covering: selection, bibliographic checking, ordering, receipt, accessioning, cataloguing and physical processing (stylus, jacketing, etc.).

Detailed proposals are listed at the end of the report (Section 8). It must be emphasised that these are only interim recommendations to ease the current work flow. A detailed system design phase will be started shortly and should be completed within six months.

It is immediately apparent, and this is reflected in Sections 5 and 7, that many of the current processes are needlessly complicated and differ from library to library. The recommendations are therefore aimed at the short-term simplification of processes and at the integration of all site processes.

BOOK ORDERING AND PROCESSING SURVEY

1. OBJECTIVES

The objectives of the survey were:

1.1 to analyse current procedures in use for the sub-areas of:

- selection
- bibliographic checking
- ordering
- receipt
- accessioning
- cataloguing
- physical processing;

1.2 to make short-term recommendations to begin the processes of simplification and integration of processes.

2. SURVEY PROCEDURES

2.1 The book ordering and processing system analysis was carried out in January and February 1973 at the four site libraries. Personnel involved in the analysis were A. Pritchard and M. Auckland.

2.2 The analysis was carried out by means of interviews with all staff involved in the processes listed in 1.1 above at each of the site libraries and by observation of library staff carrying out these processes. Where necessary, repeat interviews were held to clarify certain points.

3. GENERAL BACKGROUND

3.1 Four site libraries are operated by CoLP LLRS:

.1 School of Business Studies, 84 Moorgate (BS)
.2 School of Science and Technology, 139 Minories (ST)
.3 School of Navigation, 100 Minories (N)
.4 School of Science and Technology (ST(CH))/School of Art (A), Central House, Whitechapel High Street.

3.2 Each library has different procedures and because of the short time since the appointment of a Chief Librarian little has been able to be done in the way of the integration of the various libraries into one unit.

3.3 Examples of this will appear later in this report but one obvious example is the fact that four different classification schemes are in use as follows:

BS	Bliss
ST	UDC
N	own faceted scheme
ST(CH)	UDC
A	Dewey

These differences exist in spite of the fact that there is considerable overlap between the various Schools. This overlap is likely to increase.

4. BOOK ORDERING AND PROCESSING

4.1 Because of the complexity of the processes involved and because of the variance in activities between the sites, it is intended that the flow charts and decision table attached should be the major means of describing the book ordering and processing system.

4.2 We can however describe in fairly general terms the processes as they are carried out by the different libraries:

.1 Within each library book information arrives from various sources (BNB, Bookseller, academic staff requests or booklists, etc.). This information is evaluated by the subject specialists on the basis of a mixture of formal checking and personal knowledge as to whether the book should be added to stock. If so, a four-part order form is made out. All ordering is centralised at BS and an order form is typed out and sent to the bookseller with the top two copies of the order slip. One copy is retained by CABH and the other sent back to the library for their files.

.2 Upon receipt of books (most of which arrive at BS) the packing note is checked, details of price and department copied to the order and packing note, and accessioning carried out. The accessioning operation consists of stamping a 5 x 3 accession card, and the back of the title page with an accession number, and sticking a pocket in the book into which a book card is inserted. These operations are only given in broad outline. A precise statement appears in the decision table BP(BS)2.

.3 Following accessioning the book is passed for cataloguing. Catalogue slips are written out, passed for typing and the cards (when checked) sent for filing. The book has the class number written in and is passed for processing. The accession card has the author, title and class number added and is passed back for filing in the accession register.

.4 Processing consists of adding library stamps, a date label, inserting a "trigger" for the Diver detection device, (in BS only), stylusing (in BS only) and adding a class number label. Plastic jackets are used to cover the dust wrappers.

.5 Following processing the books are checked against reserve cards and either shelved or kept for readers.

5. FLOWCHARTS

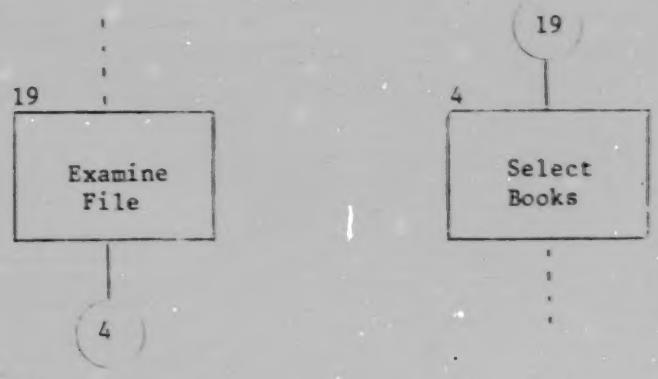
5.1 Flowcharts for the system follow this introduction. They cover the whole system as previously defined. In the cases where book ordering and processing interact with other relatively compact subsystems one process box on the flowchart represents the other subsystem in its entirety.

The flowcharts are arranged primarily by the two major processes - i.e. book ordering and book processing (i.e. from receipt to the shelves) - and secondarily by library. There are thus eight flowcharts (each of which may be one sheet or more) identified as BO or BP for the two processes, with the library in brackets.

e.g. BO(N) or BP(BS)

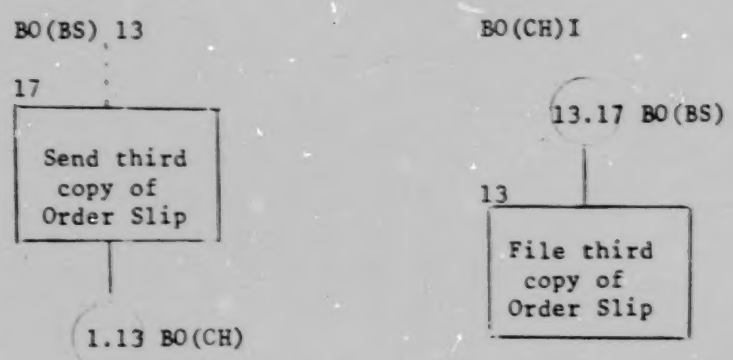
5.2 Connections between sheets of the flowcharts are made by means of the connector symbol O, the numbers attached to each box and the flowchart identification letters as follows:

.1 If the connection is between two boxes on the same sheet of paper, the connector has within it the number of the box to which it is joined; the second has the number of the box which joins it:



.2 If the connection is to another sheet within the same Process/Library code then the connector will contain the sheet number and box number. (e.g. within BP(BS) sheet 9 connects with sheet 1):

.3 If the connection is between different combinations of Process/ Library identifiers then this identifier will appear by the side of the connector symbol which will have the sheet and box number inside: e.g.

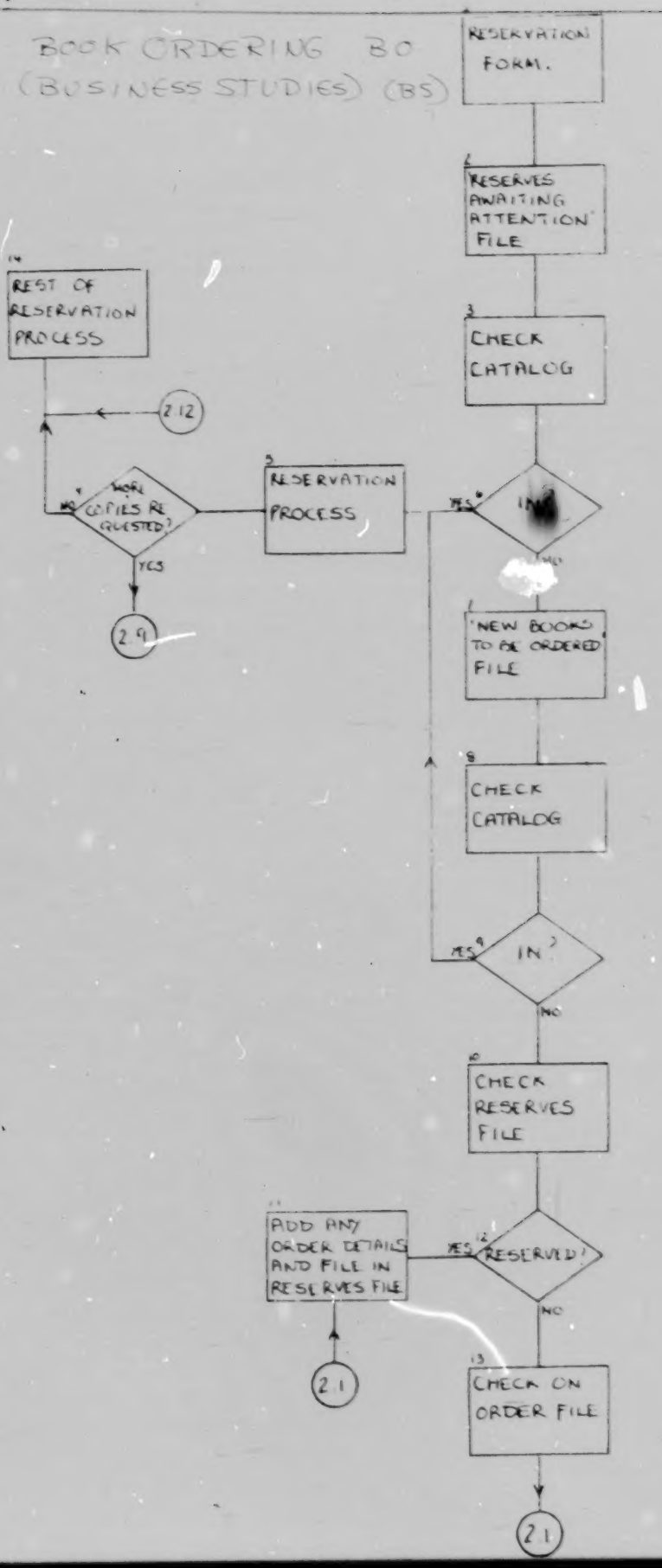


.4 These three conventions can, of course, all appear as input to a box.

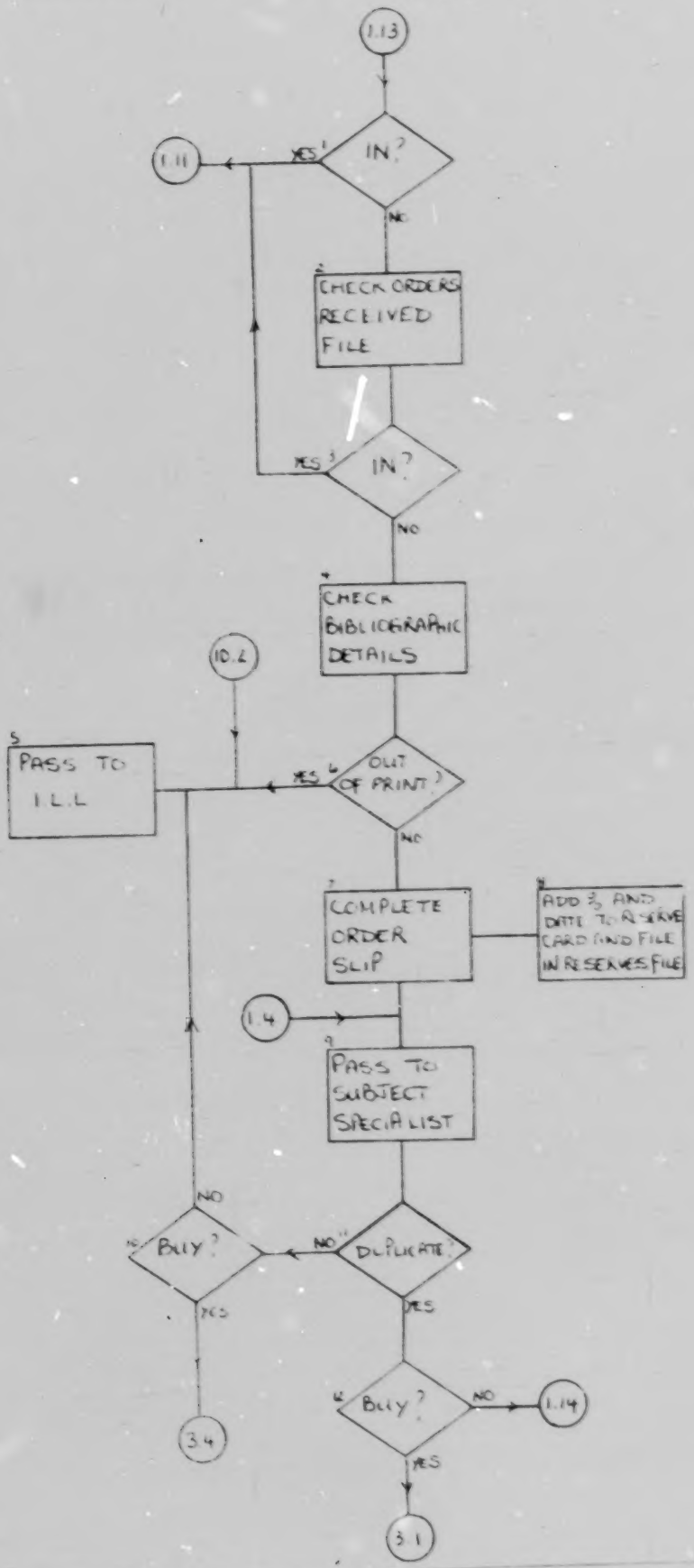
5.3 The flowcharts appear in the following order:

Ordering	BO(BS)	13 sheets
	BO(CH)	1 sheet
	BO(N)	1 sheet
	BO(ST)	1 sheet
Processing	BP(BS)	9 sheets
	BP(CH)	3 sheets
	BP(N)	2 sheets
	BP(ST)	1 sheet

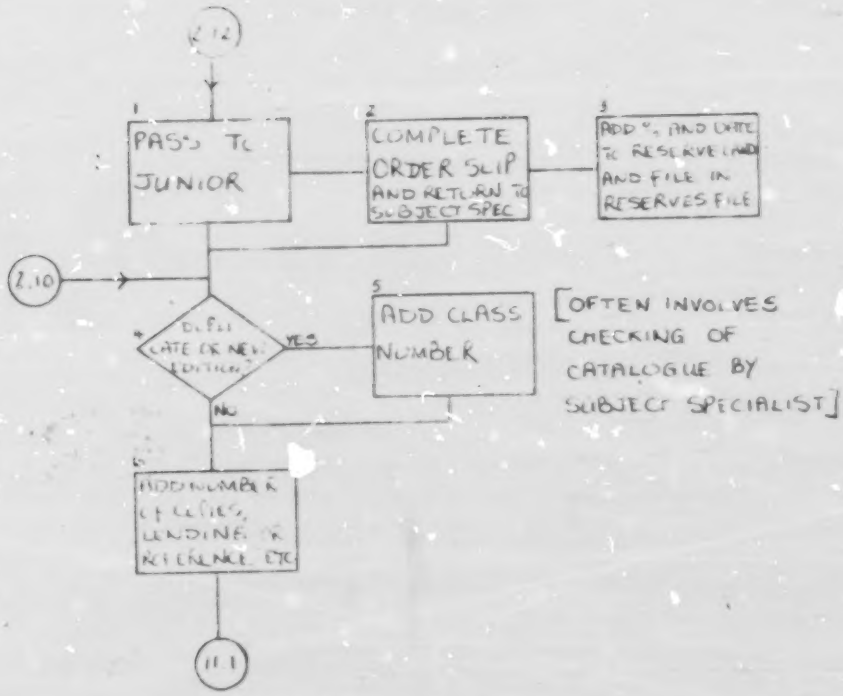
BOOK ORDERING BO
(BUSINESS STUDIES) (BS)



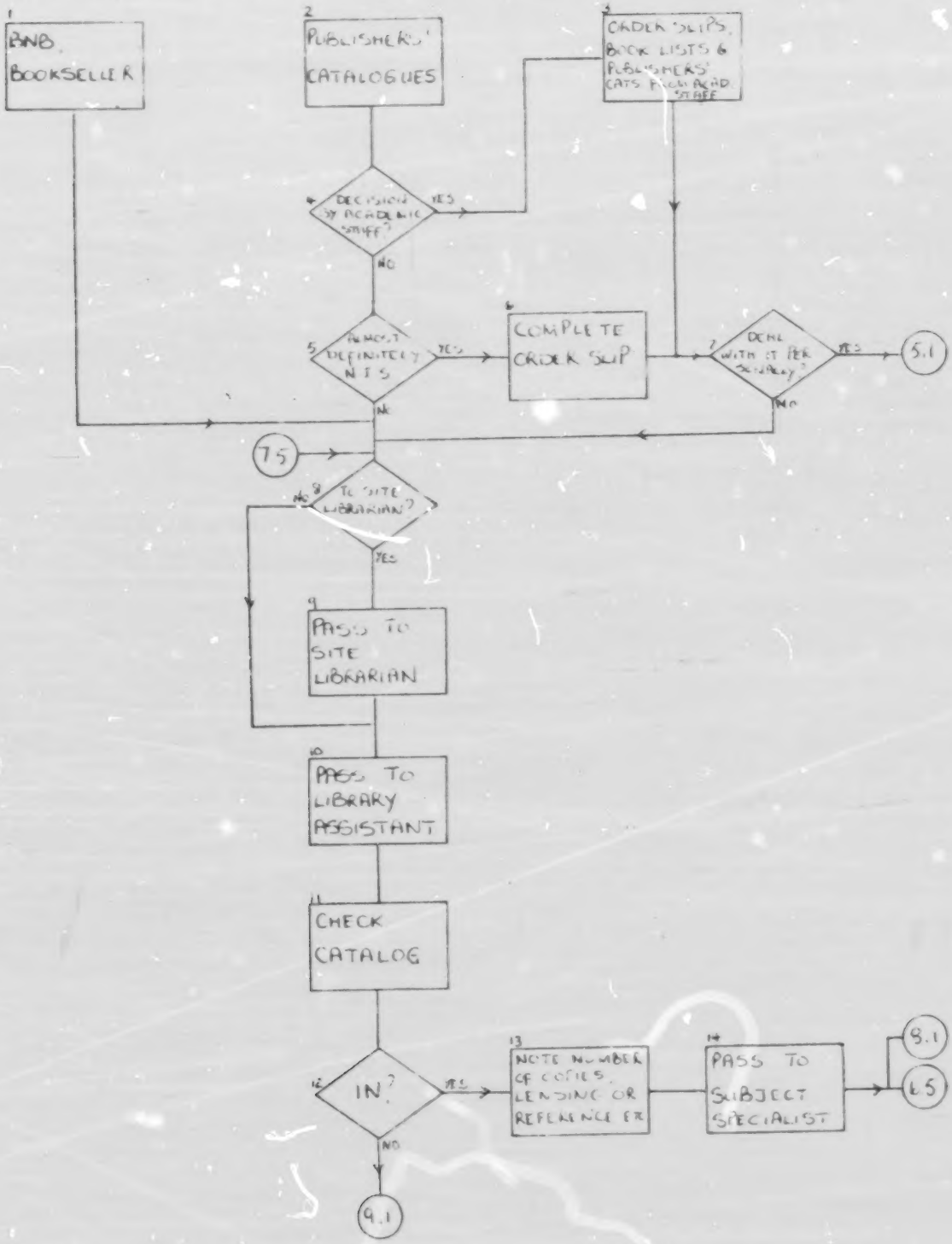
BOOK ORDERING (BUSINESS STUDIES) BL (BS)



BOOK ORDERING BC
(BUSINESS STUDIES) (BS)

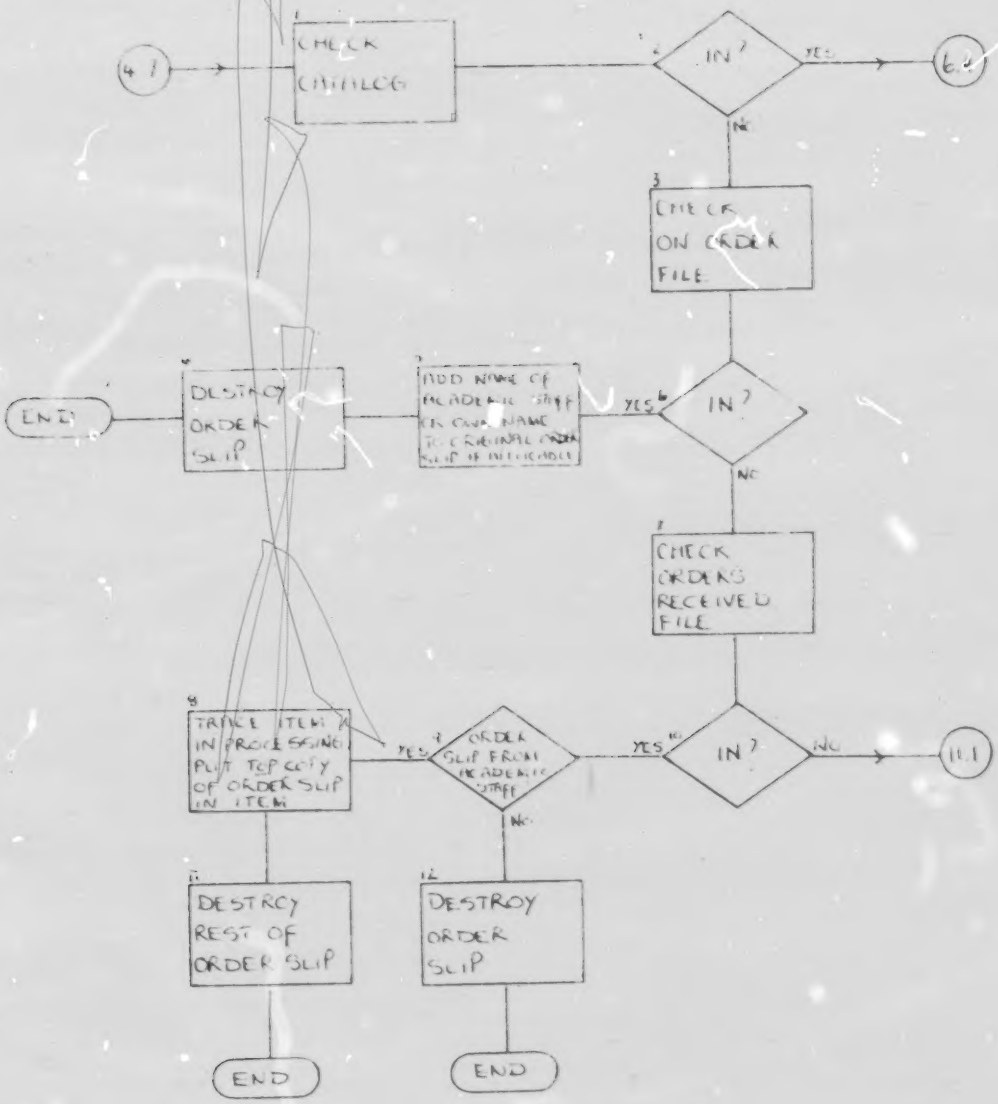


BOOK ORDERING (BUSINESS STUDIES) BO (BS)



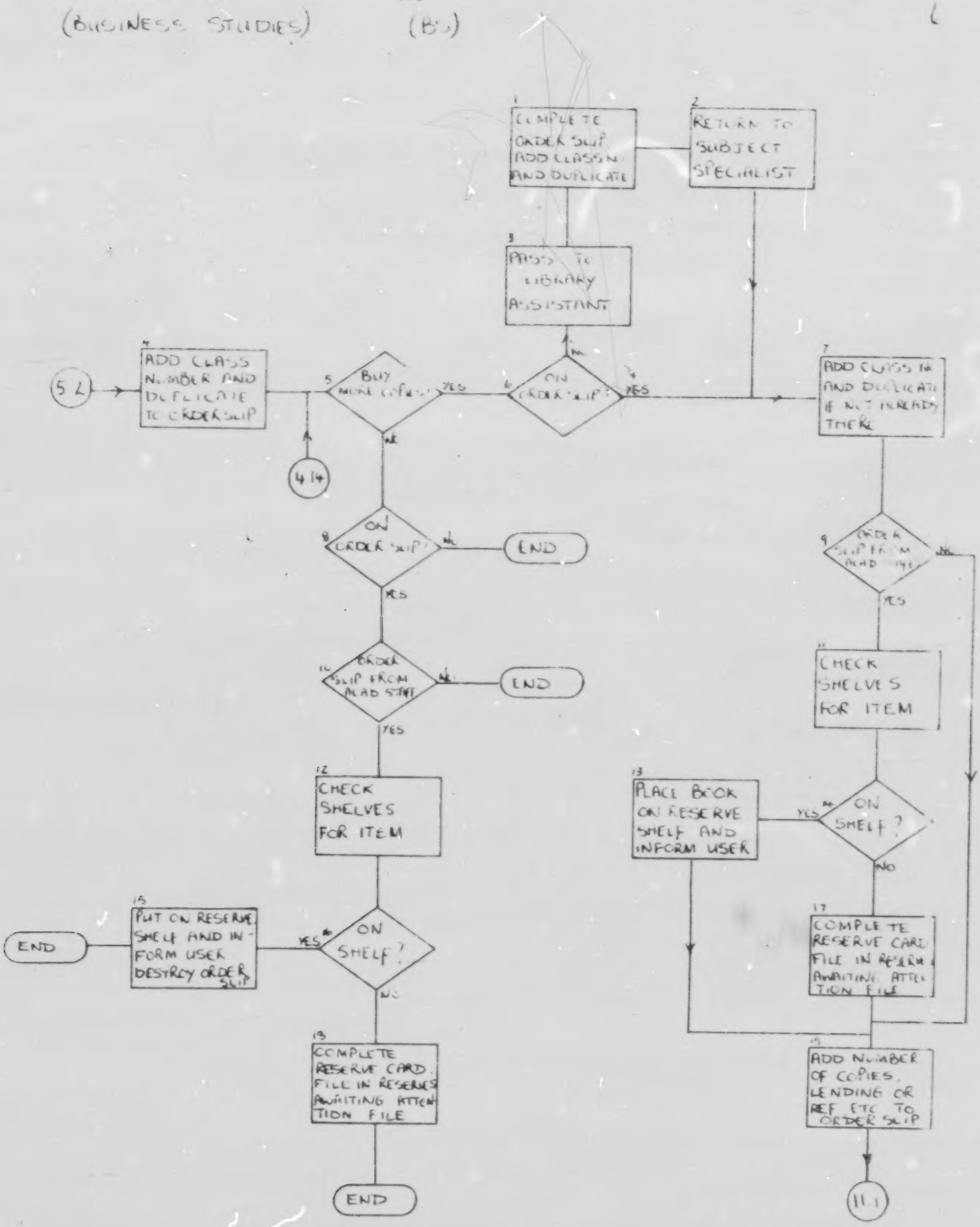
BOOK ORDERING (BUSINESS STUDIES)

BOOK (F/S)



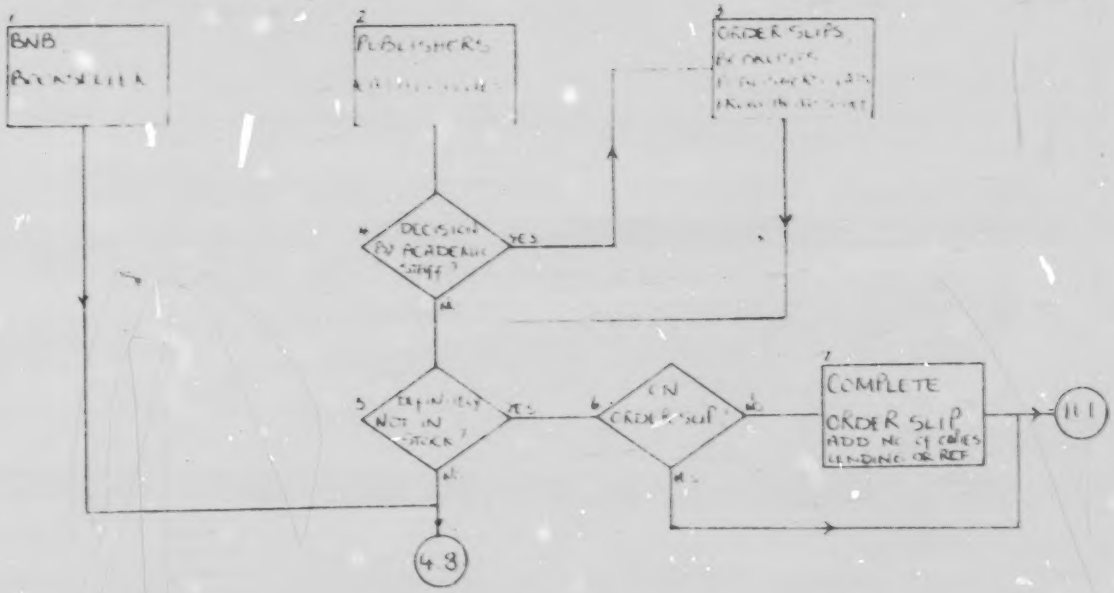
BOOK ORDERING (BUSINESS STUDIES)

BO (BS)

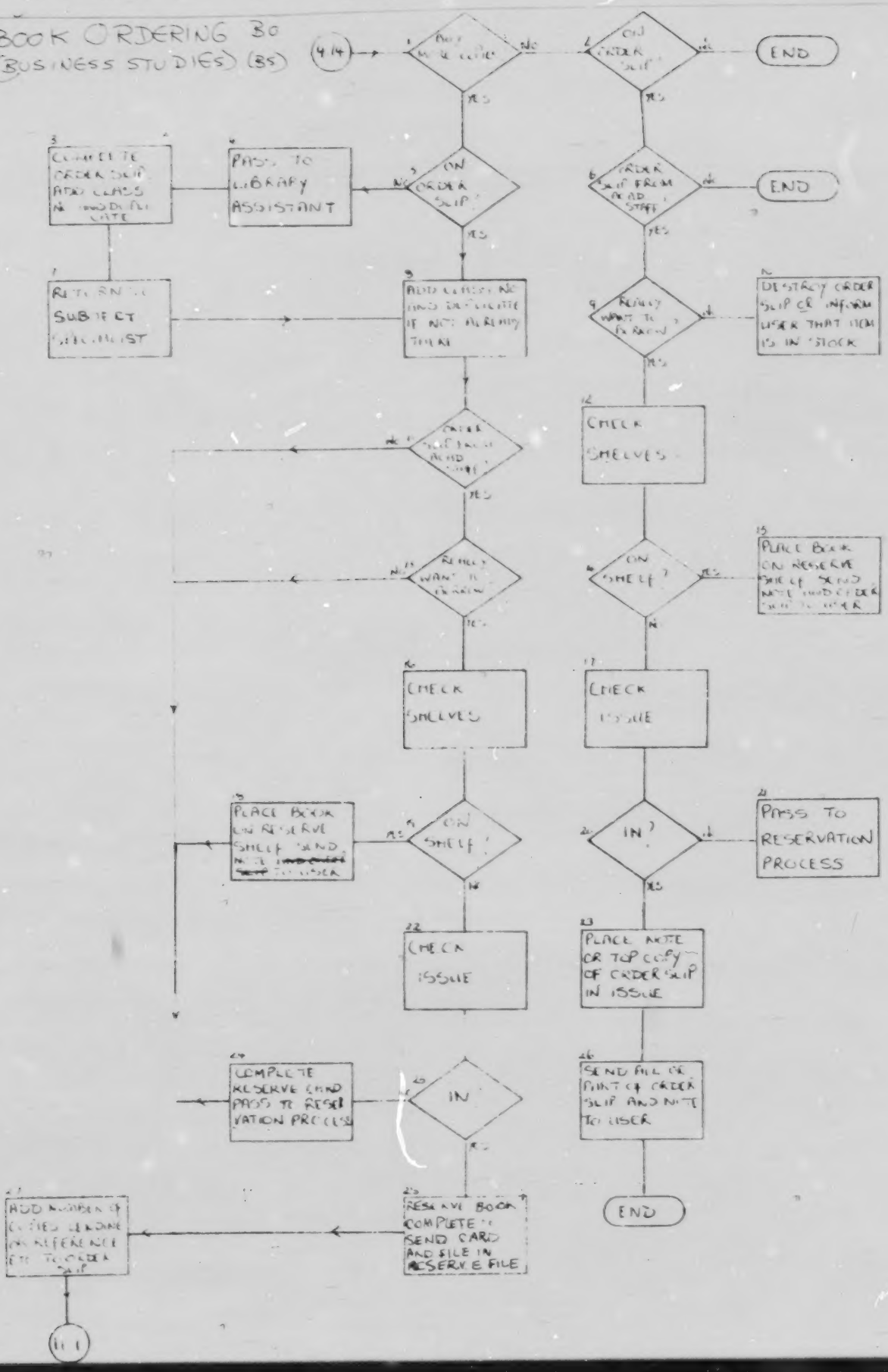

1 COMPLETE ORDER SLIP ADD CLASS NO AND DUPLICATE
2 RETURN TO SUBJECT SPECIALIST
3 PASS TO LIBRARY ASSISTANT
4 ADD CLASS NUMBER AND DUPLICATE TO ORDER SLIP
5 BUY MORE COPIES?
6 ON ORDER SLIP?
7 ADD CLASS NO AND DUPLICATE IF NOT ALREADY THERE
8 ON ORDER SLIP?
9 ORDER SLIP FROM HEAD OF ...
10 ORDER SLIP FROM HEAD STAFF
11 CHECK SHELVES FOR ITEM
12 CHECK SHELVES FOR ITEM
13 PLACE BOOK ON RESERVE SHELF AND INFORM USER
14 ON SHELF?
15 PUT ON RESERVE SHELF AND INFORM USER DESTROY ORDER SLIP
16 ON SHELF?
17 COMPLETE RESERVE CARD FILE IN RESERVE AWAITING ATTENTION FILE
18 COMPLETE RESERVE CARD FILE IN RESERVE AWAITING ATTENTION FILE
19 ADD NUMBER OF COPIES, LENDING OR REF ETC TO ORDER SLIP
5 2
4 14
11 1
END
END
END
YES
NO

BOOK ORDERING
(BUSINESS STUDIES)

BO
(BS)

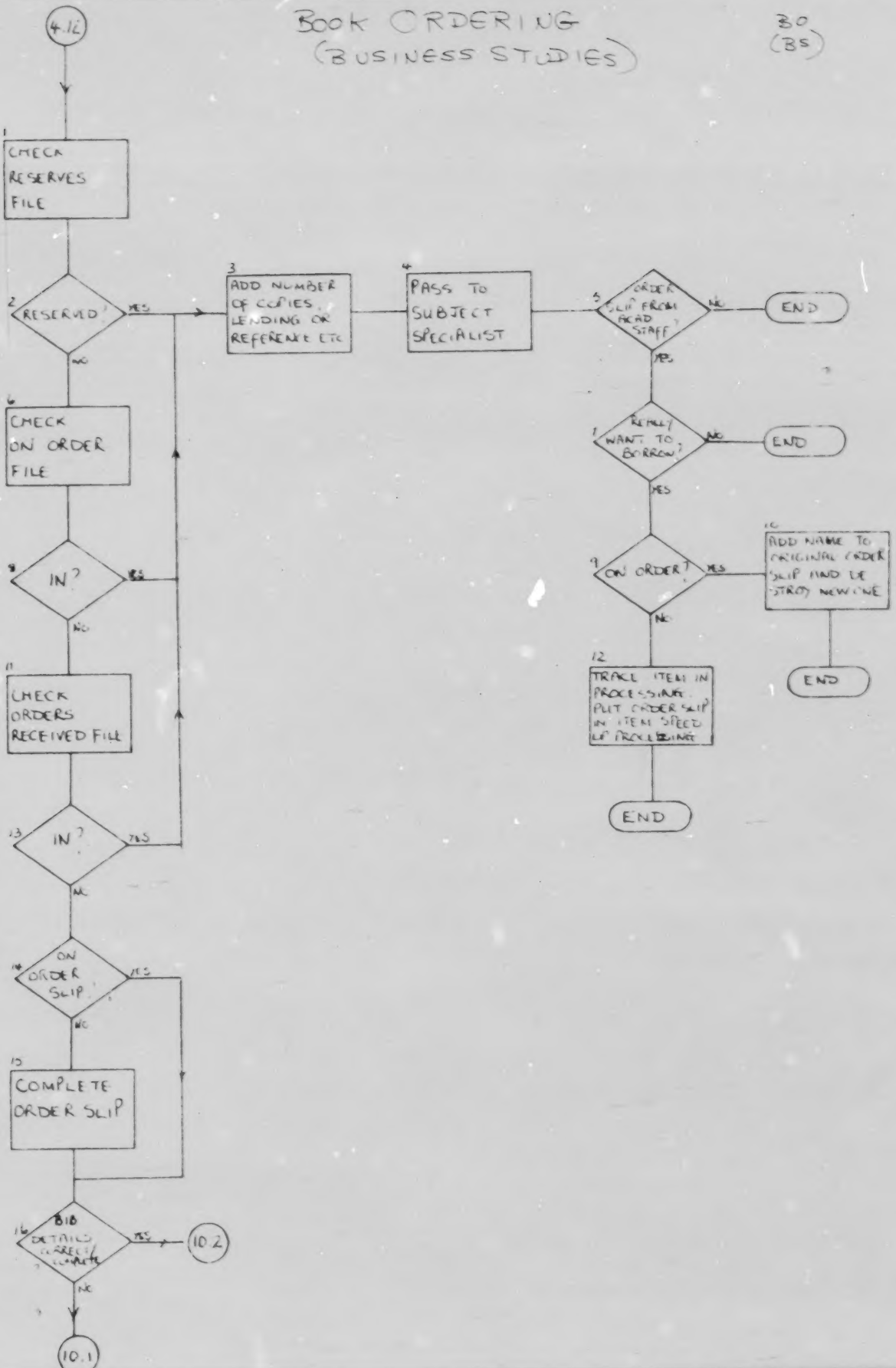


BOOK ORDERING BS (BUSINESS STUDIES) (BS)

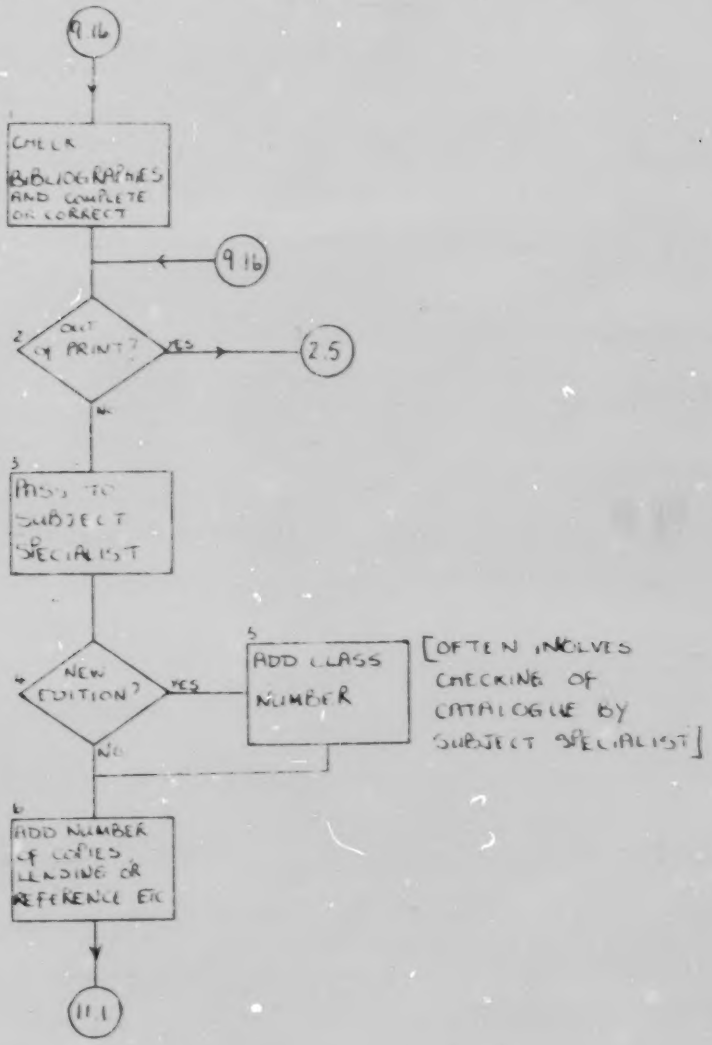

(4.14)
1 ANY MORE TO CHECK?
NO
YES
2 ON ORDER SLIP?
NO
YES
3 COMPLETE ORDER SLIP AND CLASS No AND DUPLICATE
4 PASS TO LIBRARY ASSISTANT
5 ADD CLASS No AND DUPLICATE IF NOT ALREADY THERE
6 ORDER SLIP FROM HEAD OF STAFF?
NO
YES
7 RETURN TO SUBJECT CHECKLIST
8 ORDER SLIP BACK TO HEAD OF STAFF?
NO
YES
9 READER WANT TO BORROW?
NO
YES
10 DESTROY ORDER SLIP OR INFORM USER THAT ITEM IS IN STOCK
11 END
12 CHECK SHELVES
13 ON SHELF?
NO
YES
14 PLACE BOOK ON RESERVE SHELF SEND NOTE AND ORDER SLIP TO USER
15 READER WANT TO BORROW?
NO
YES
16 CHECK SHELVES
17 CHECK ISSUE
18 ON SHELF?
NO
YES
19 PLACE BOOK ON RESERVE SHELF SEND NOTE TO USER
20 IN?
NO
YES
21 PASS TO RESERVATION PROCESS
22 CHECK ISSUE
23 PLACE NOTE OR TOP COPY OF ORDER SLIP IN ISSUE
24 IN?
NO
YES
25 COMPLETE RESERVE CARD PASS TO RESERVATION PROCESS
26 SEND FILE OR PRINT OF ORDER SLIP AND NOTE TO USER
27 RESERVE BOOK COMPLETE & SEND CARD AND FILE IN RESERVE FILE
28 END
29 ADD NUMBER OF COPIES ORDERED OR REFERENCE ETC TO ORDER SLIP
(4.1)

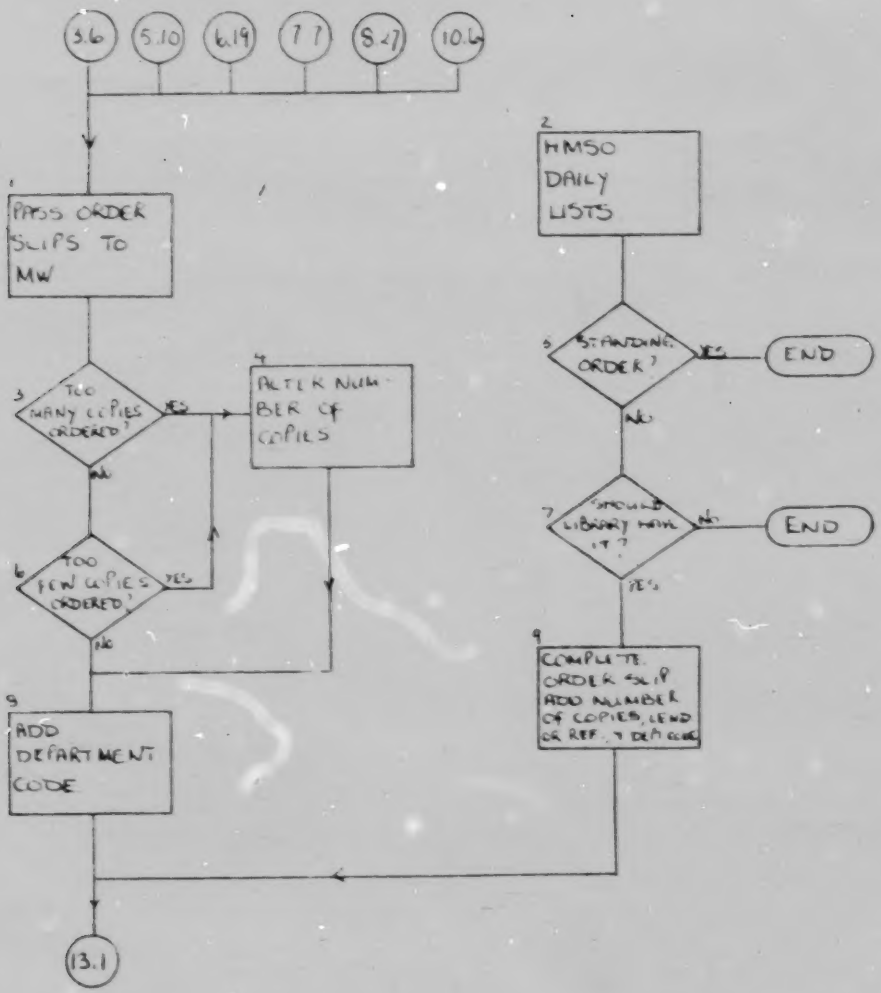
BOOK ORDERING (BUSINESS STUDIES) BO (BS)

BOOK ORDERING
(BUSINESS STUDIES)
BO
(BS)

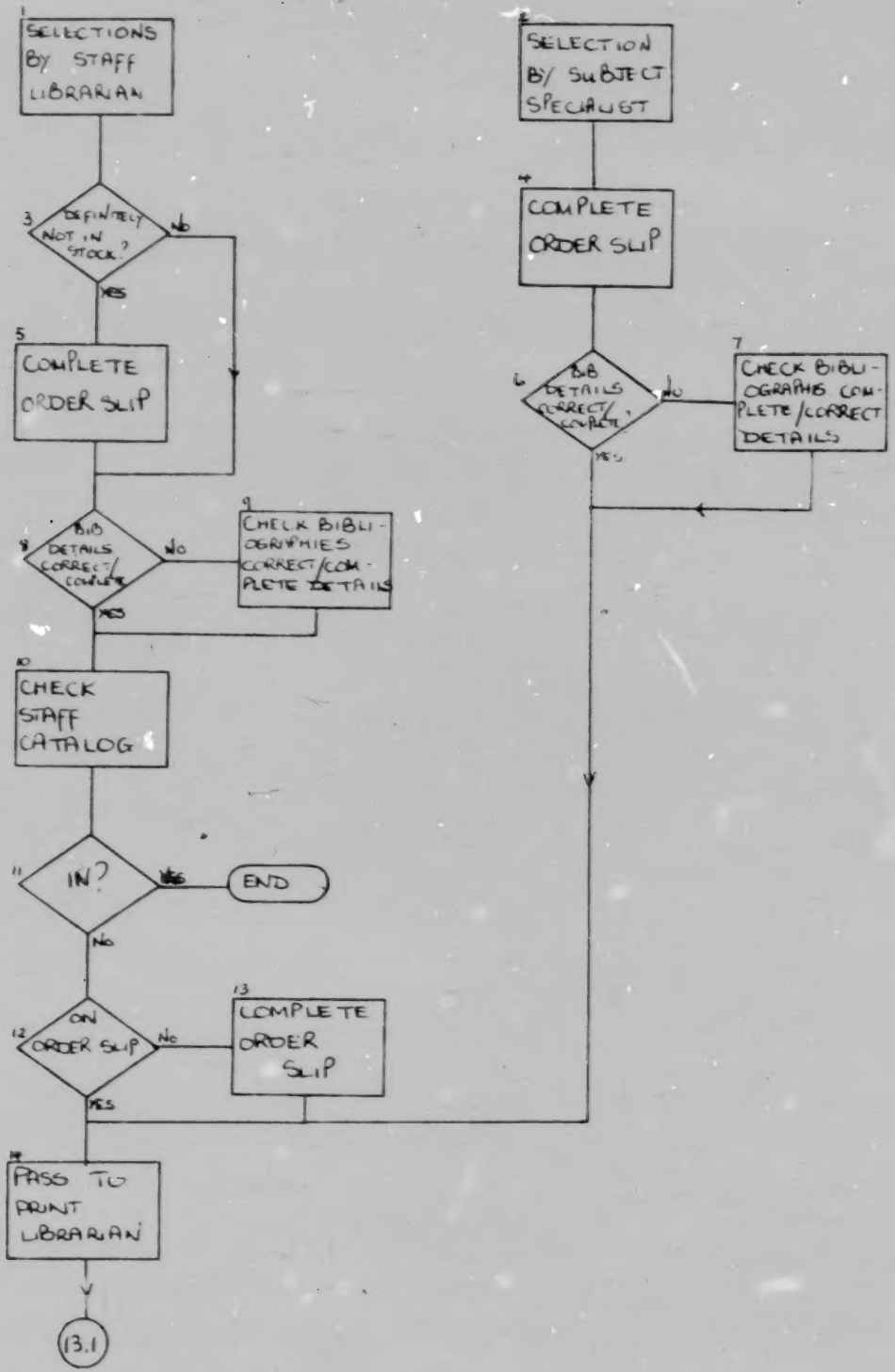


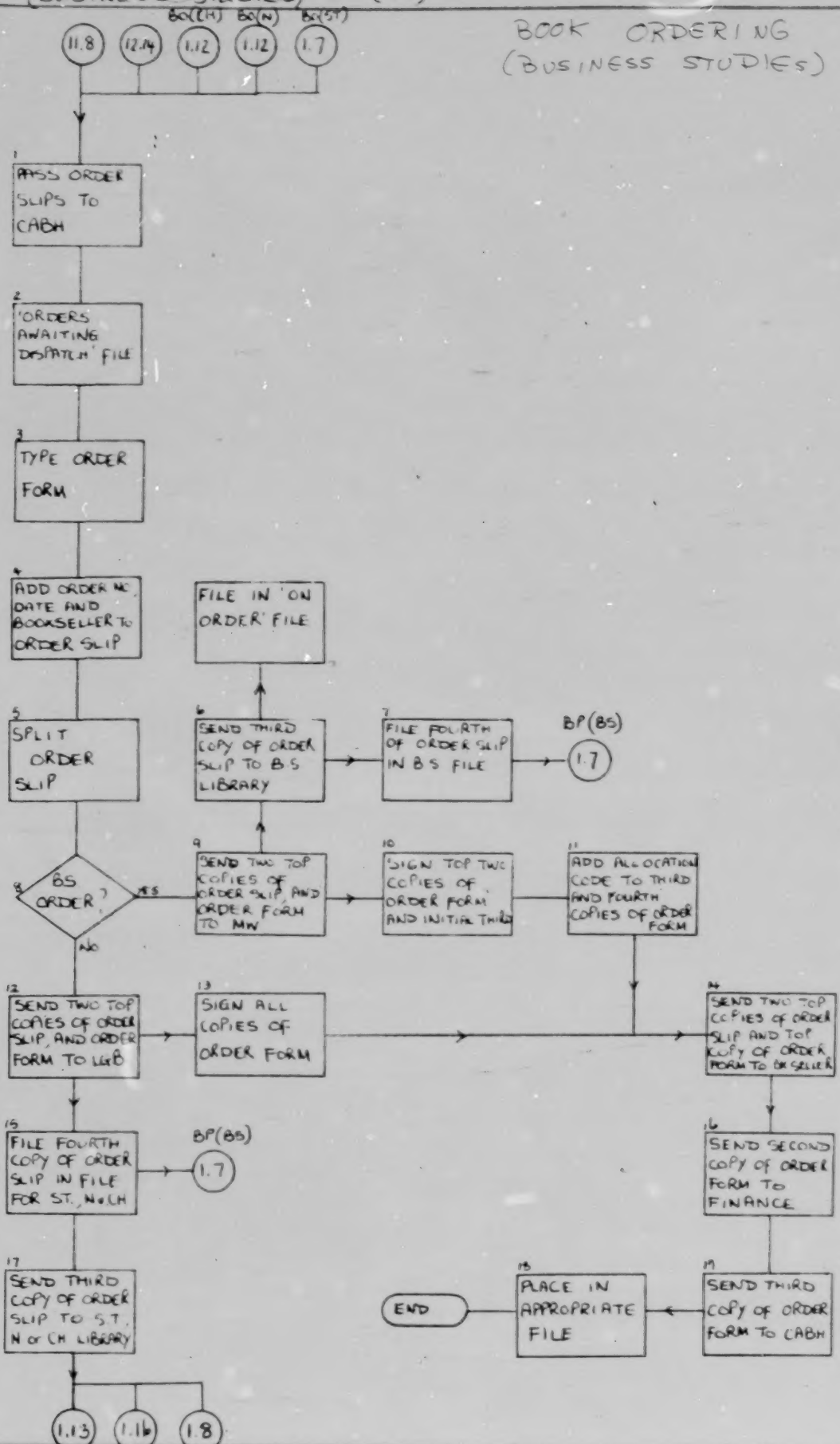
BOOK ORDERING (BUSINESS STUDIES) BC (BS)




3.6
5.10
6.19
7.7
8.27
10.6
1
PASS ORDER SLIPS TO MW
2
HMSO DAILY LISTS
3
TOO MANY COPIES ORDERED?
YES
4
ALTER NUMBER OF COPIES
NO
5
STANDING ORDER?
YES
END
NO
6
TOO FEW COPIES ORDERED?
YES
NO
7
SHOULD LIBRARY HAVE IT?
NO
END
YES
8
ADD DEPARTMENT CODE
9
COMPLETE ORDER SLIP ADD NUMBER OF COPIES, LEND OR REF., DEPT CODE
13.1

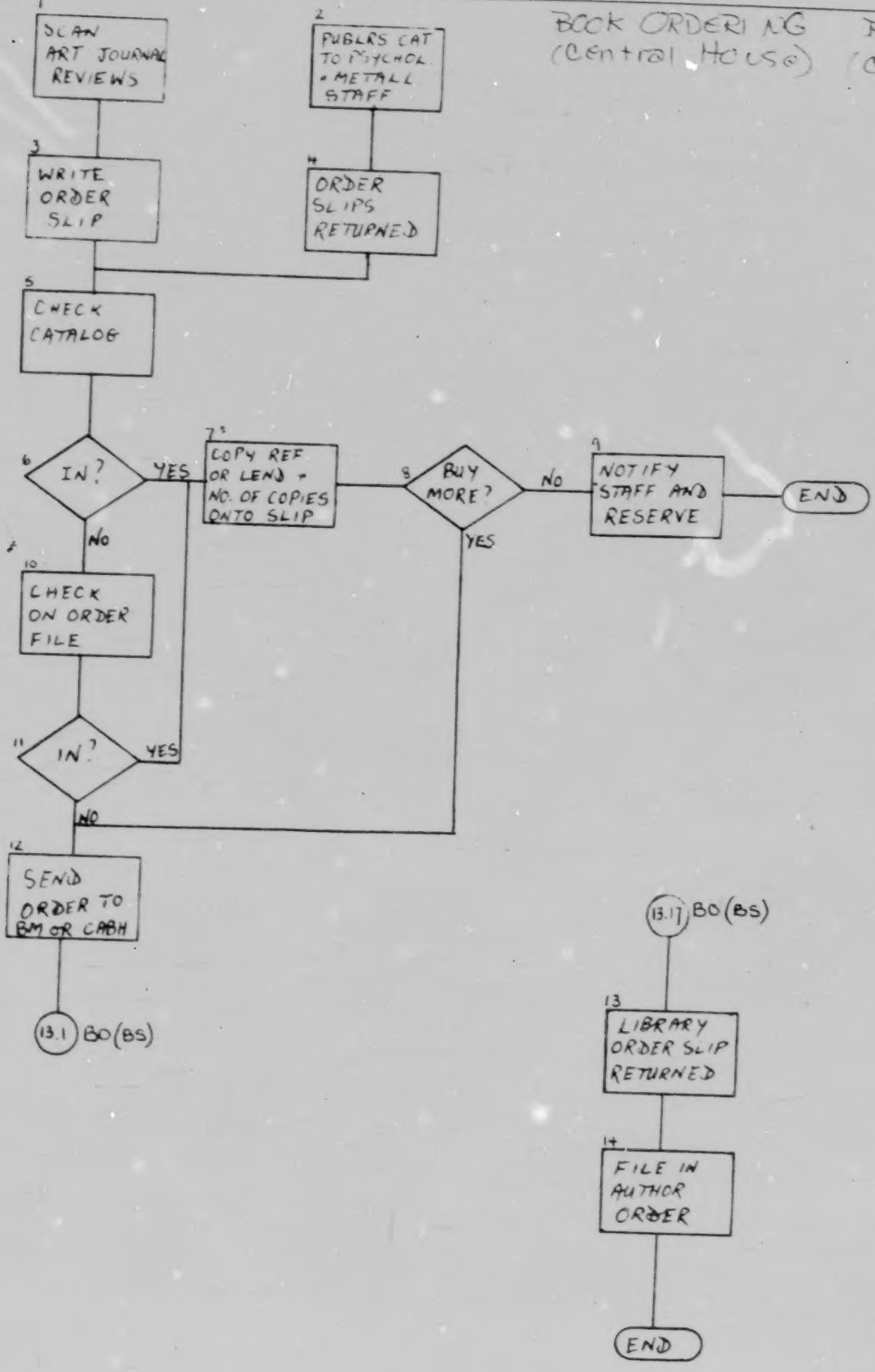
BOOK ORDERING (BUSINESS STUDIES) BO (BS)



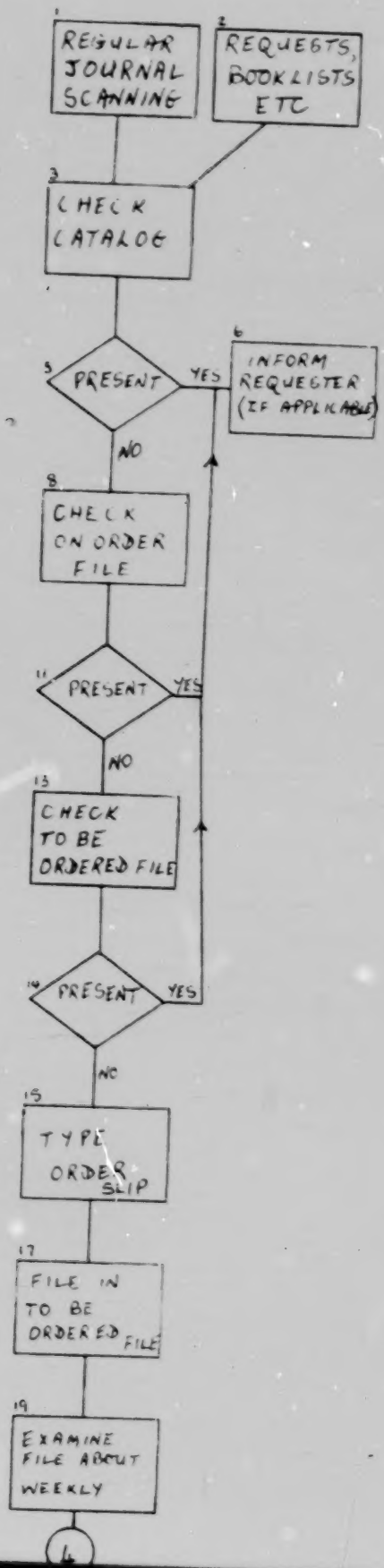

BO(CH) BO(N) BO(ST)
11.8
12.14
1.12
1.12
1.7
1 PASS ORDER SLIPS TO CABH
2 'ORDERS AWAITING DISPATCH' FILE
3 TYPE ORDER FORM
4 ADD ORDER NO, DATE AND BOOKSELLER TO ORDER SLIP
5 SPLIT ORDER SLIP
6 SEND THIRD COPY OF ORDER SLIP TO BS LIBRARY
FILE IN 'ON ORDER' FILE
7 FILE FOURTH OF ORDER SLIP IN BS FILE
BP(BS) 1.7
8 BS ORDER?
YES
NO
9 SEND TWO TOP COPIES OF ORDER SLIP AND ORDER FORM TO MW
10 SIGN TOP TWO COPIES OF ORDER FORM AND INITIAL THIRD
11 ADD ALLOCATION CODE TO THIRD AND FOURTH COPIES OF ORDER FORM
12 SEND TWO TOP COPIES OF ORDER SLIP AND ORDER FORM TO LeB
13 SIGN ALL COPIES OF ORDER FORM
14 SEND TWO TOP COPIES OF ORDER SLIP AND TOP COPY OF ORDER FORM TO BKSELLER
15 FILE FOURTH COPY OF ORDER SLIP IN FILE FOR ST, N & CH
BP(BS) 1.7
16 SEND SECOND COPY OF ORDER FORM TO FINANCE
17 SEND THIRD COPY OF ORDER SLIP TO S.T. N or CH LIBRARY
18 PLACE IN APPROPRIATE FILE
END
19 SEND THIRD COPY OF ORDER FORM TO CABH
1.13
1.16
1.8

BOOK ORDERING (CENTRAL HOUSE) BO (CH)

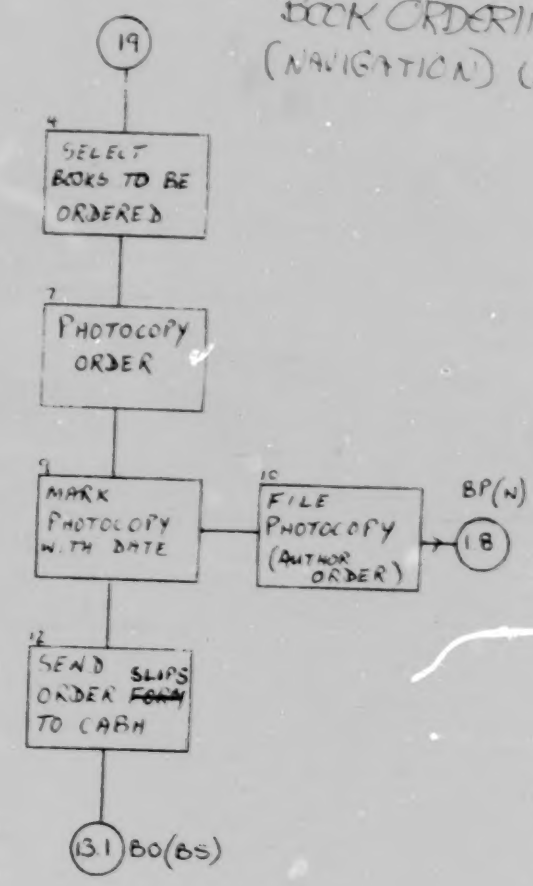
BOOK ORDERING (Central House) BO (CH)

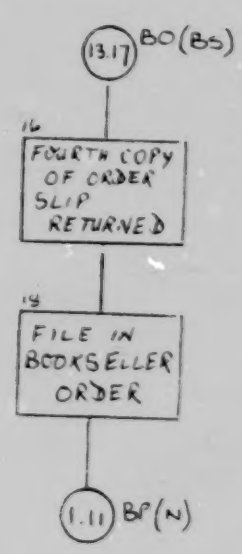


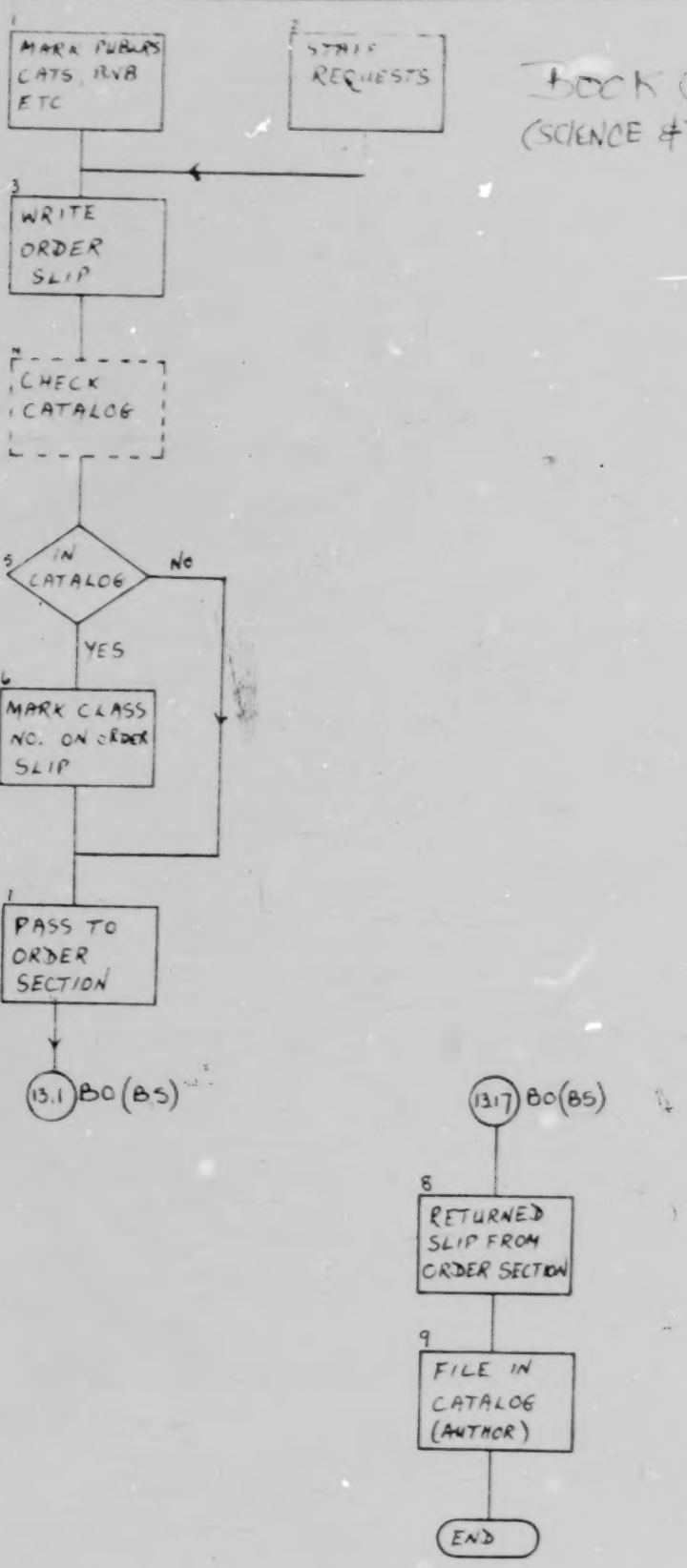
BOOK ORDERING (NAVIGATION) BO(N)



BOOK ORDERING BO (NAVIGATION) (N)

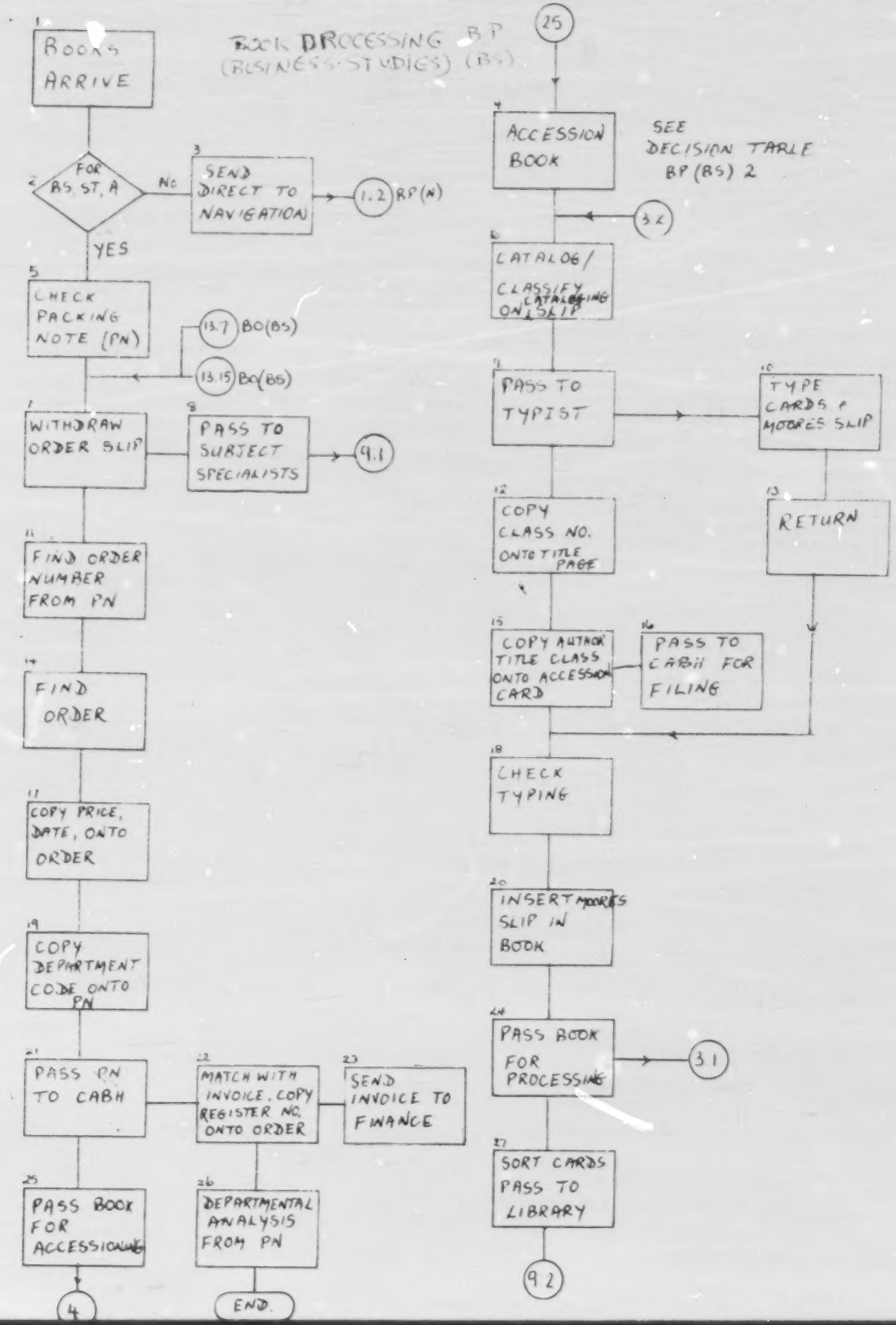






BOOK ORDERING BO
(SCIENCE & TECHNOLOGY (ST)

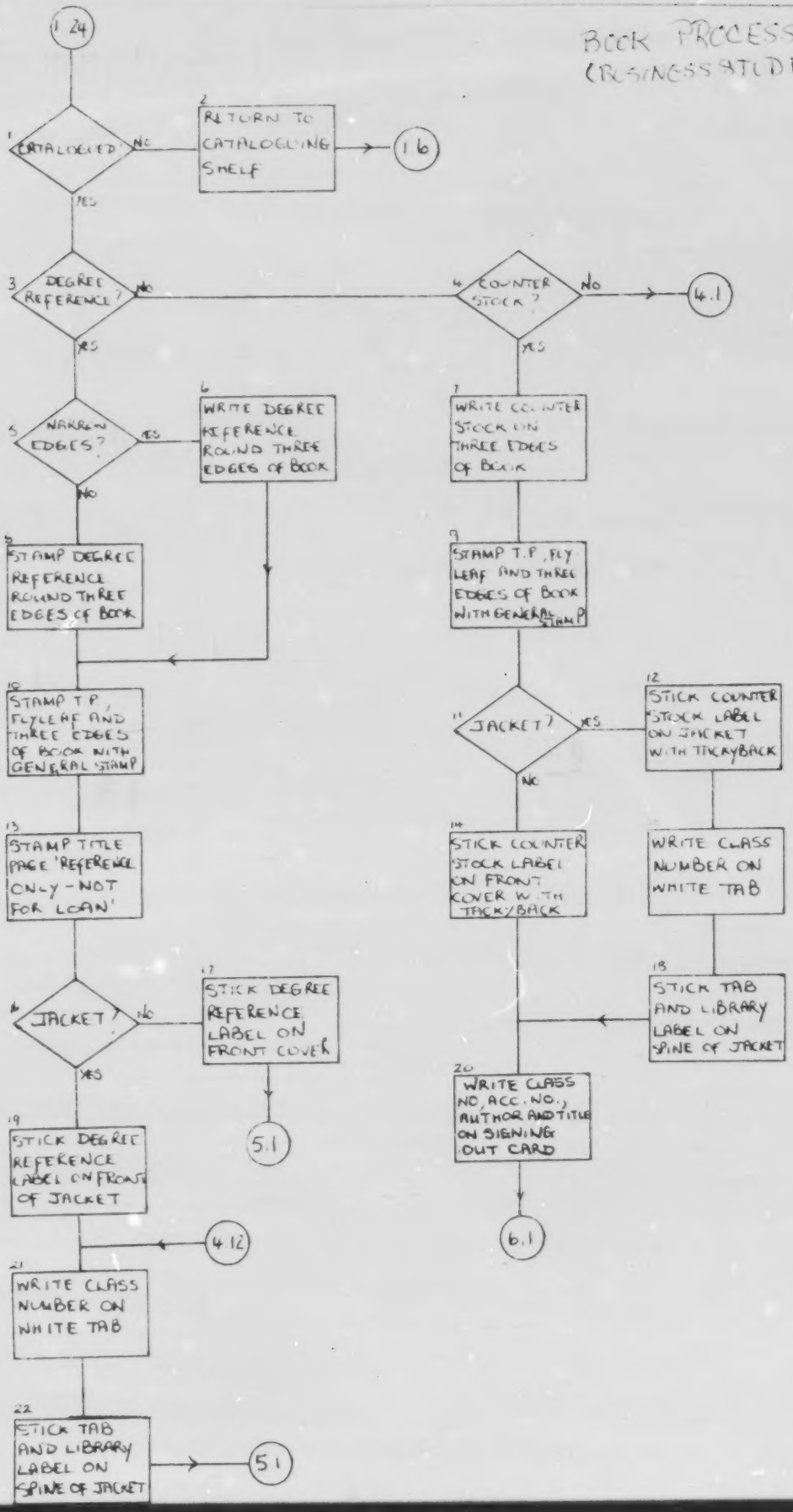
Book Processing BP
(Business Studies) (BS)



BOOK PROCESSING BP
BUSINESS STUDIES (BS)

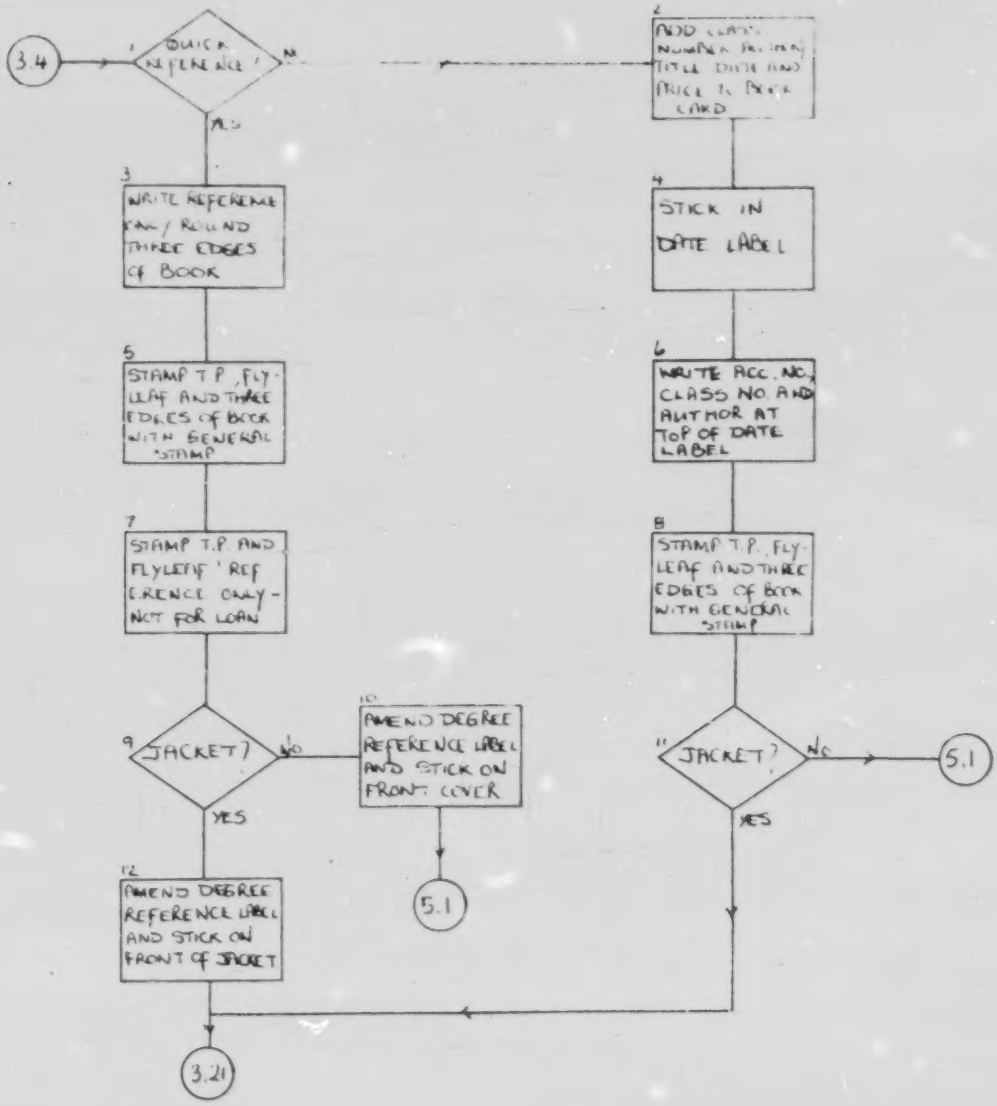
Book For (BOOK PROCESSING BP / BUSINESS STUDIES (BS))	B	B	B	B	B	B	B	B	B	B	B	A N	S	S	S	ST (CH)
Paperback	-	-	Y	Y	-	Y	Y	N	N	N	N	-	-	-	-	-
Staff Collection	Y	N	N	N	N	N	N	N	N	N	N	-	-	-	-	-
Class Number on Slip	N	Y	Y	Y	N	N	N	Y	Y	N	N	-	-	-	-	-
Degree or Quick Ref. ('Ref' on S & T Slip)	N	Y	N	N	Y	N	N	N	N	N	N	-	Y	N	N	-
Counter Stock	N	N	Y	N	N	Y	N	Y	N	Y	N	-	-	-	-	-
'JPC' on Slip	N	N	N	N	N	N	N	N	N	N	N	-	N	Y	N	-
Stamp Accn. Stamp on Title Page	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Stamp Accn. No. on Accession Card	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
on Book Card	X			X			X		X		X				X	X
Title Page	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
on Book Pocket															X	X
Stamp Deg. Ref. etc. on Book		X	X		X	X		X		X						
Write Ref. on Title Page													X			
Insert Pocket at Front	X								X		X				X	X
Insert Pocket at Back								X		X						
Order Details to Accn. Card	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Class. No. to Accn. Card		X	X	X				X	X							
Class. No. to Title Page		X	X	X				X	X							
Author, Title to Accn. Card												X				X
Pass to Cataloger		X	X	X	X	X	X	X	X	X	X					
Pass to Staff Librarian	X															
Pass to Site Library												X	X	X	X	X
Accn. Card Returned Later to Order Dept.	X	X	X	X	X	X	X	X	X	X	X					
Accn. Card kept by Order Section												X				X
Accn. Card kept at Site													X	X	X	

BOOK PROCESSING BP (BUSINESS STUDIES) (B5)


1.24
1 CATALOGUED?
NO
2 RETURN TO CATALOGUING SHELF
1.6
YES
3 DEGREE REFERENCE?
NO
4 COUNTER STOCK?
NO
4.1
YES
YES
5 NARROW EDGES?
YES
6 WRITE DEGREE REFERENCE ROUND THREE EDGES OF BOOK
NO
7 WRITE COUNTER STOCK ON THREE EDGES OF BOOK
8 STAMP DEGREE REFERENCE ROUND THREE EDGES OF BOOK
9 STAMP T.P, FLY LEAF AND THREE EDGES OF BOOK WITH GENERAL STAMP
10 STAMP T.P, FLYLEAF AND THREE EDGES OF BOOK WITH GENERAL STAMP
11 JACKET?
YES
12 STICK COUNTER STOCK LABEL ON JACKET WITH STICKY BACK
NO
13 STAMP TITLE PAGE 'REFERENCE ONLY - NOT FOR LOAN'
14 STICK COUNTER STOCK LABEL ON FRONT COVER WITH STICKY BACK
WRITE CLASS NUMBER ON WHITE TAB
16 JACKET?
NO
17 STICK DEGREE REFERENCE LABEL ON FRONT COVER
18 STICK TAB AND LIBRARY LABEL ON SPINE OF JACKET
YES
5.1
19 STICK DEGREE REFERENCE LABEL ON FRONT OF JACKET
20 WRITE CLASS NO, ACC. NO., AUTHOR AND TITLE ON SIGNING OUT CARD
4.12
6.1
21 WRITE CLASS NUMBER ON WHITE TAB
22 STICK TAB AND LIBRARY LABEL ON SPINE OF JACKET
5.1

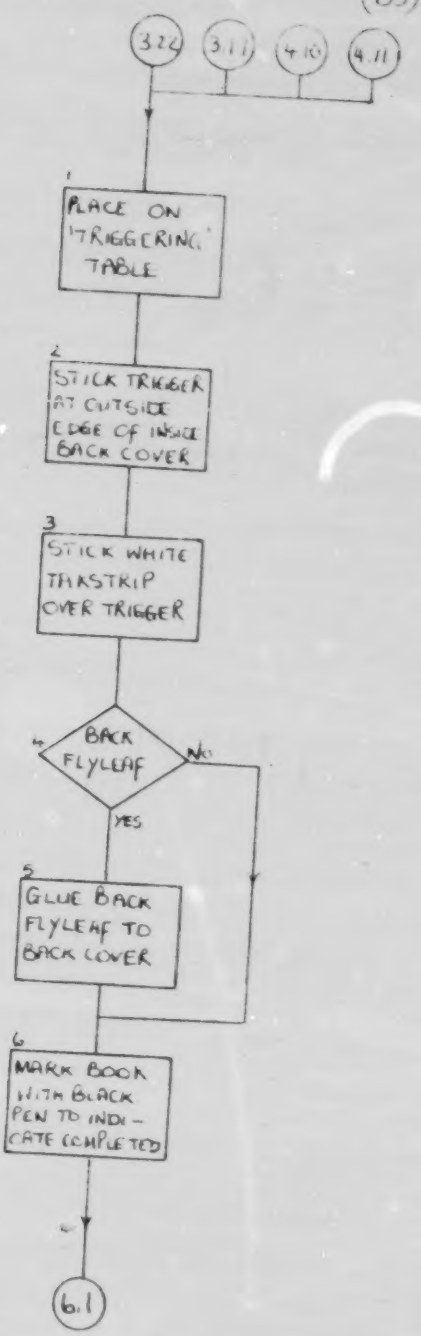
BOOK PROCESSING BP

(BUSINESS STUDIES) (BS)

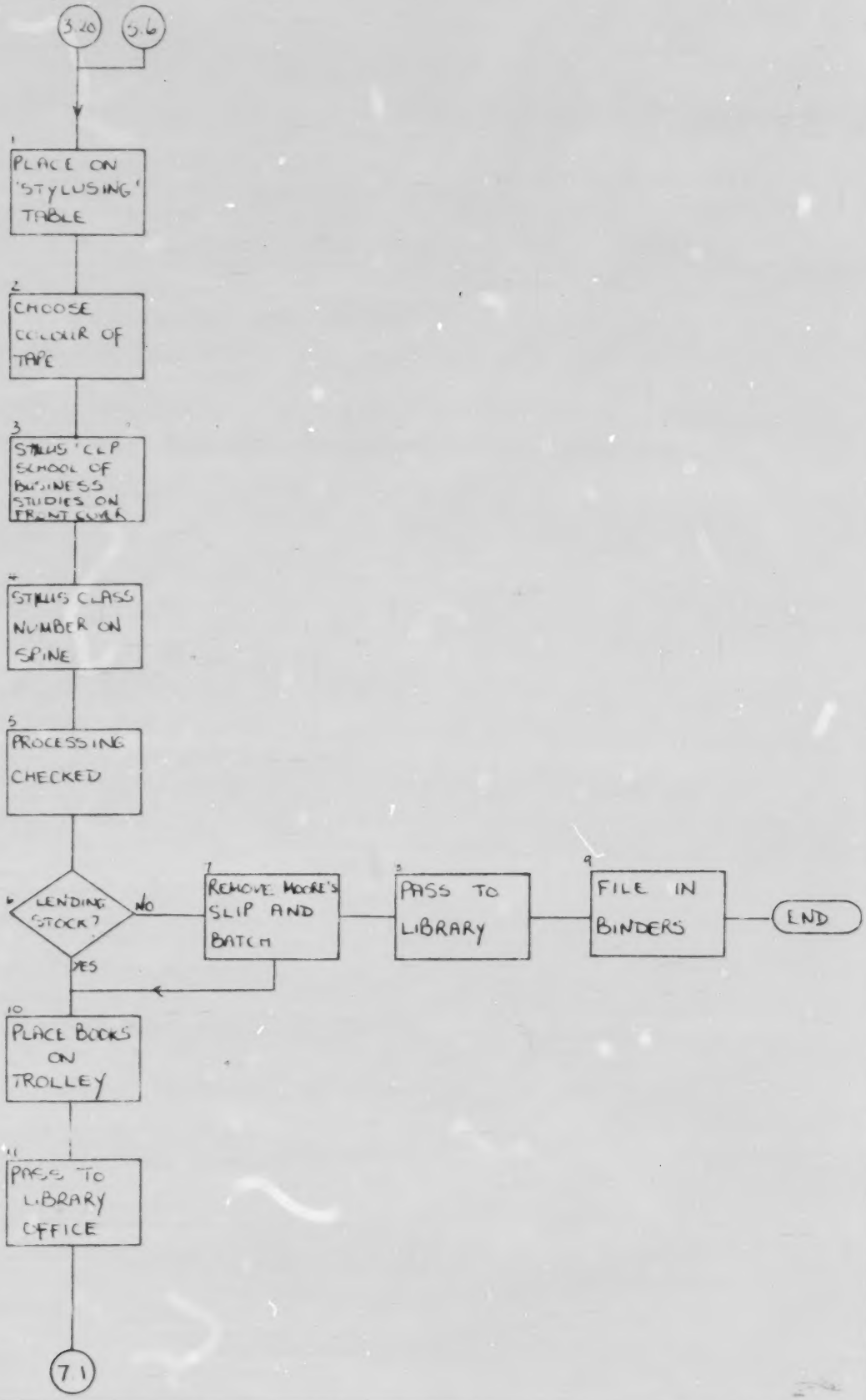

3.4
1 QUICK REFERENCE?
NO
YES
2 ADD CLASS NUMBER AUTHOR TITLE DATE AND PRICE TO BOOK CARD
3 WRITE REFERENCE ON / ROUND THREE EDGES OF BOOK
4 STICK IN DATE LABEL
5 STAMP T.P., FLY-LEAF AND THREE EDGES OF BOOK WITH GENERAL STAMP
6 WRITE ACC. NO., CLASS NO. AND AUTHOR AT TOP OF DATE LABEL
7 STAMP T.P. AND FLYLEAF 'REFERENCE ONLY - NOT FOR LOAN
8 STAMP T.P., FLY-LEAF AND THREE EDGES OF BOOK WITH GENERAL STAMP
9 JACKET?
NO
YES
10 AMEND DEGREE REFERENCE LABEL AND STICK ON FRONT COVER
11 JACKET?
NO
YES
5.1
12 AMEND DEGREE REFERENCE LABEL AND STICK ON FRONT OF JACKET
5.1
3.21

BOOK PROCESSING
(BUSINESS STUDIES)

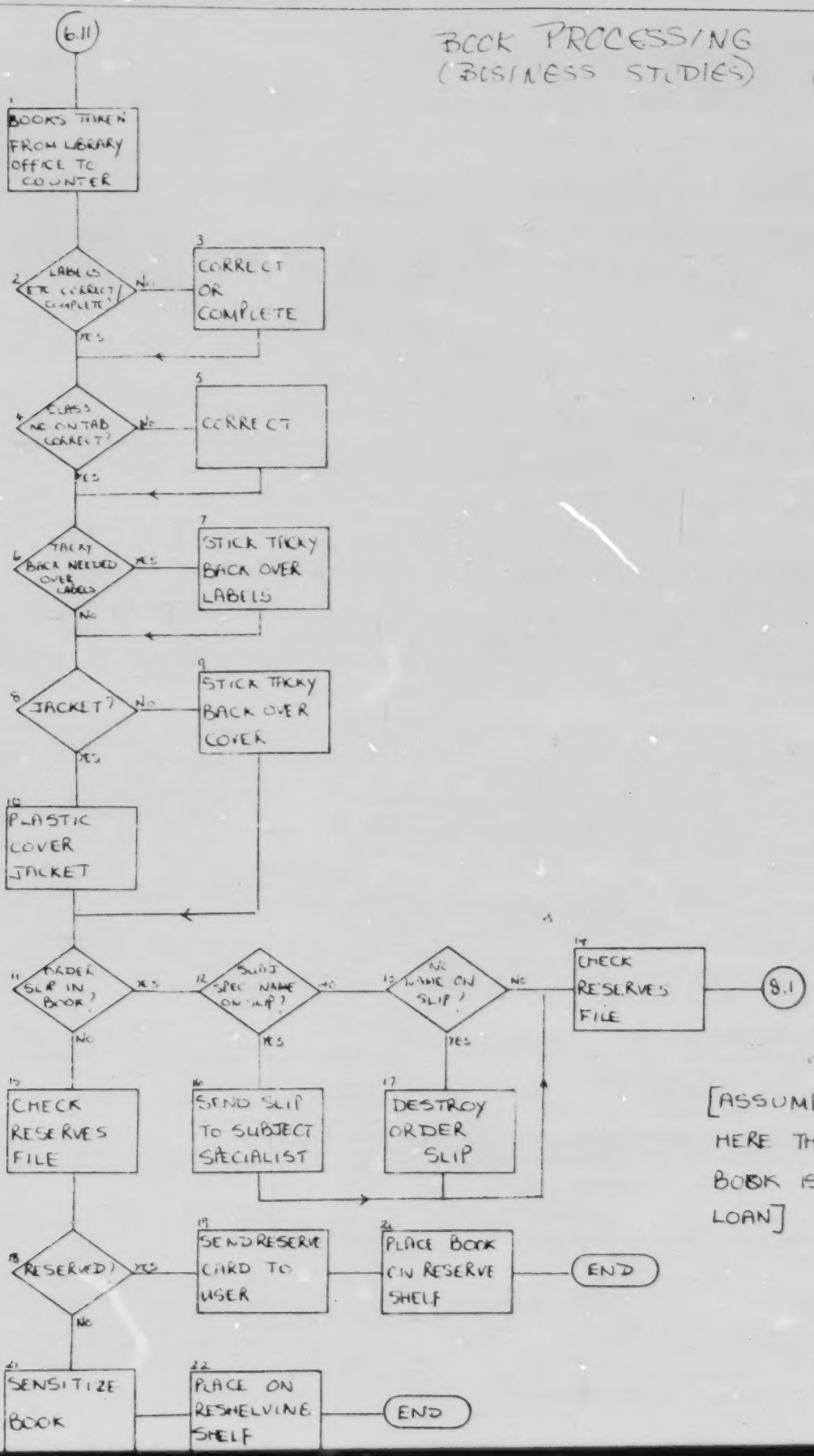
BP
(BS)



BOOK PROCESSING (BUSINESS STUDIES) BP (BS)



BOOK PROCESSING (BUSINESS STUDIES) BP (BS)

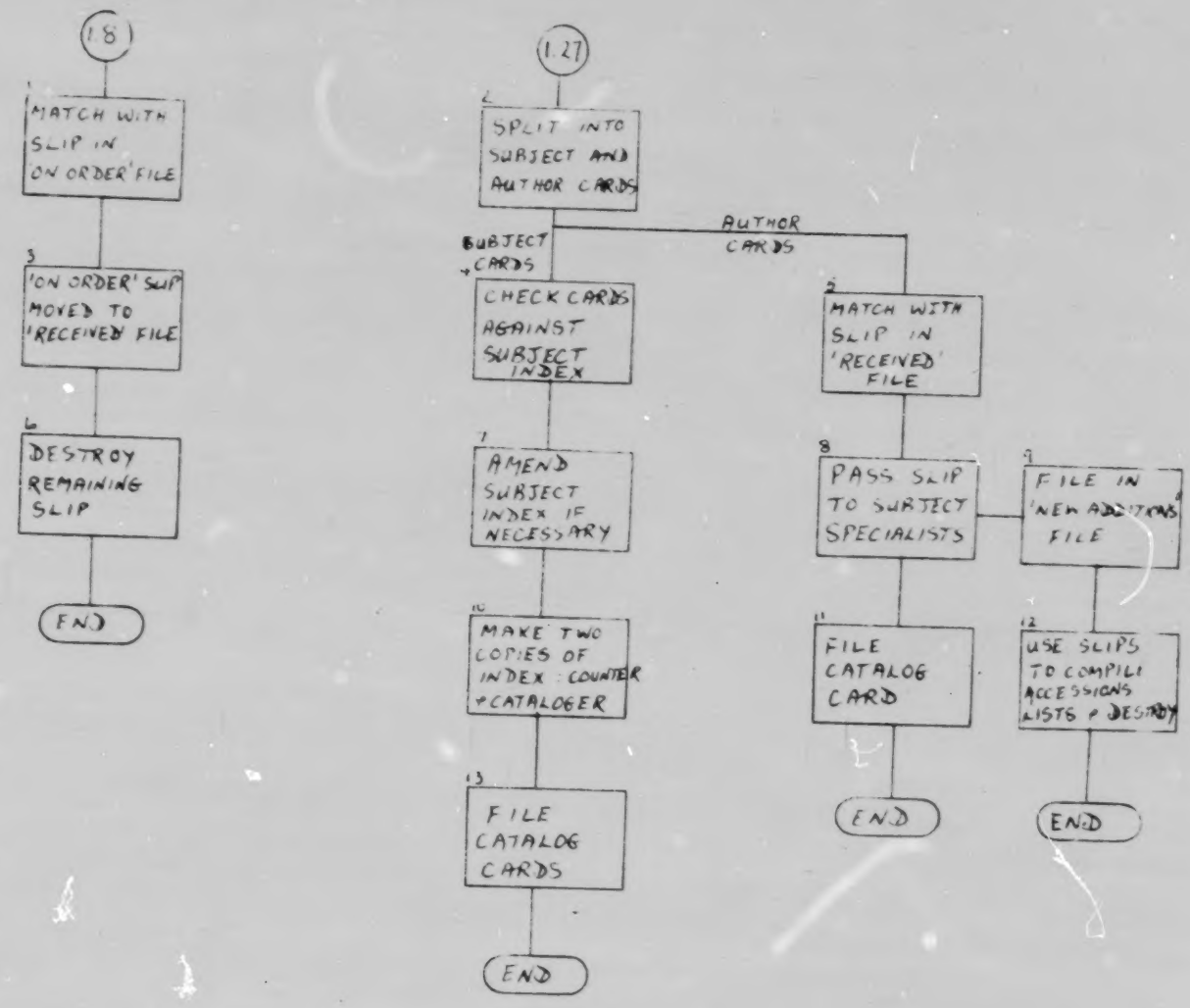


[ASSUMPTION HERE THAT BOOK IS FOR LOAN]

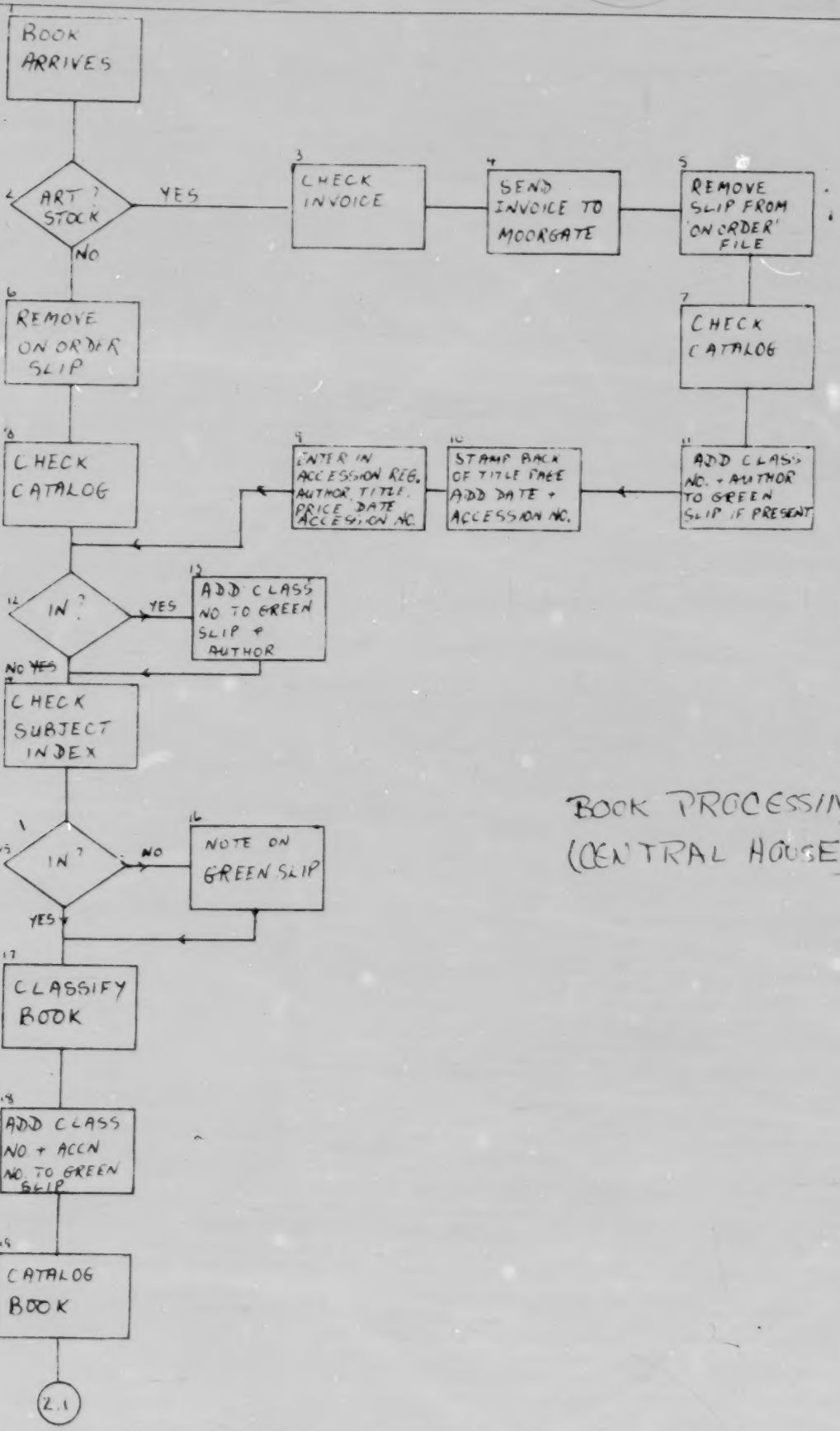
7.14
1 RESERVED?
NO
2 SEND ORDER SLIP WITH RESERVE CARD TO USER
YES
3 SEND RESERVE CARD TO USER DESTROY ORDER SLIP
YES
SAME PERSON?
NO
3 PINK RESERVE CARD IN BOOK ORDER SLIP & COMPLIMENT SLIP TO USER
4 PLACE BOOK ON RESERVE SHELF
END

BOOK PROCESSING (BUSINESS STUDIES)

BP (BS)


1.8
1 MATCH WITH SLIP IN 'ON ORDER' FILE
3 'ON ORDER' SLIP MOVED TO 'RECEIVED' FILE
6 DESTROY REMAINING SLIP
END
1.27
2 SPLIT INTO SUBJECT AND AUTHOR CARDS
SUBJECT CARDS
AUTHOR CARDS
4 CHECK CARDS AGAINST SUBJECT INDEX
7 AMEND SUBJECT INDEX IF NECESSARY
10 MAKE TWO COPIES OF INDEX : COUNTER + CATALOGER
13 FILE CATALOG CARDS
END
5 MATCH WITH SLIP IN 'RECEIVED' FILE
8 PASS SLIP TO SUBJECT SPECIALISTS
9 FILE IN 'NEW ADDITIONS' FILE
11 FILE CATALOG CARD
END
12 USE SLIPS TO COMPILE ACCESSIONS LISTS + DESTROY
END

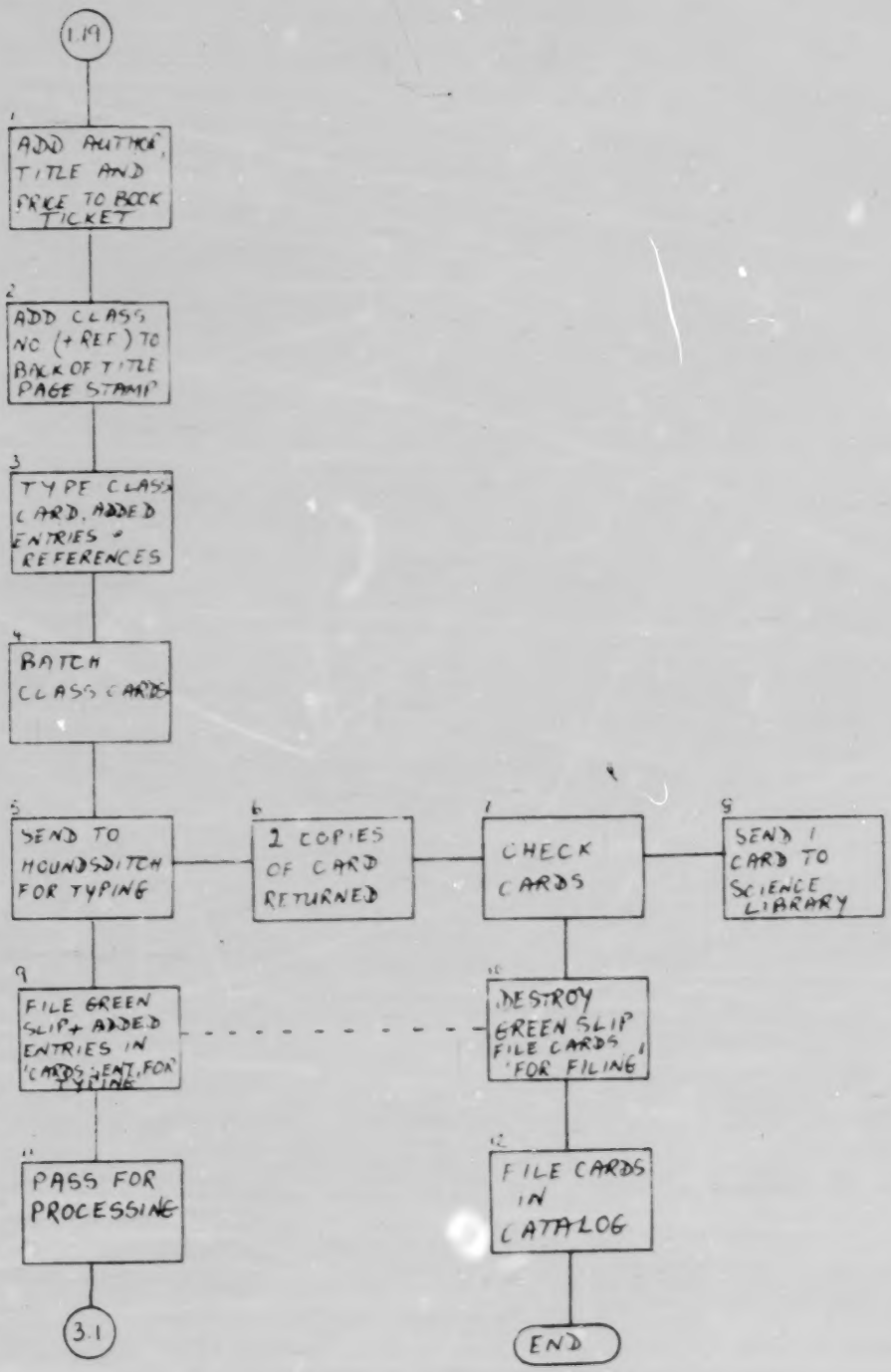
BOOK PROCESSING (CENTRAL HOUSE) BP (CH)



BOOK PROCESSING BP
(CENTRAL HOUSE) (CH)

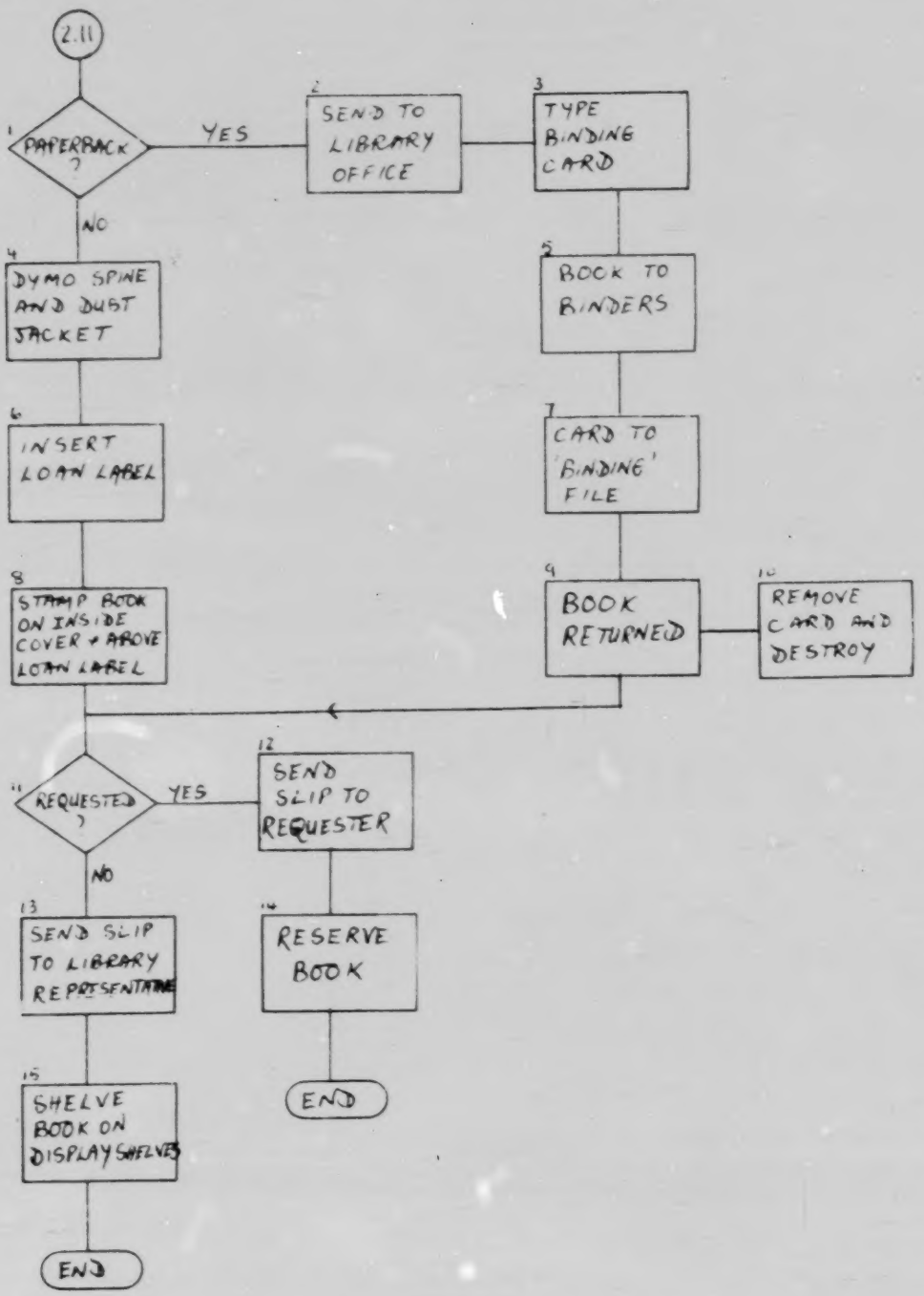
BOOK PROCESSING
(CENTRAL HOUSE)

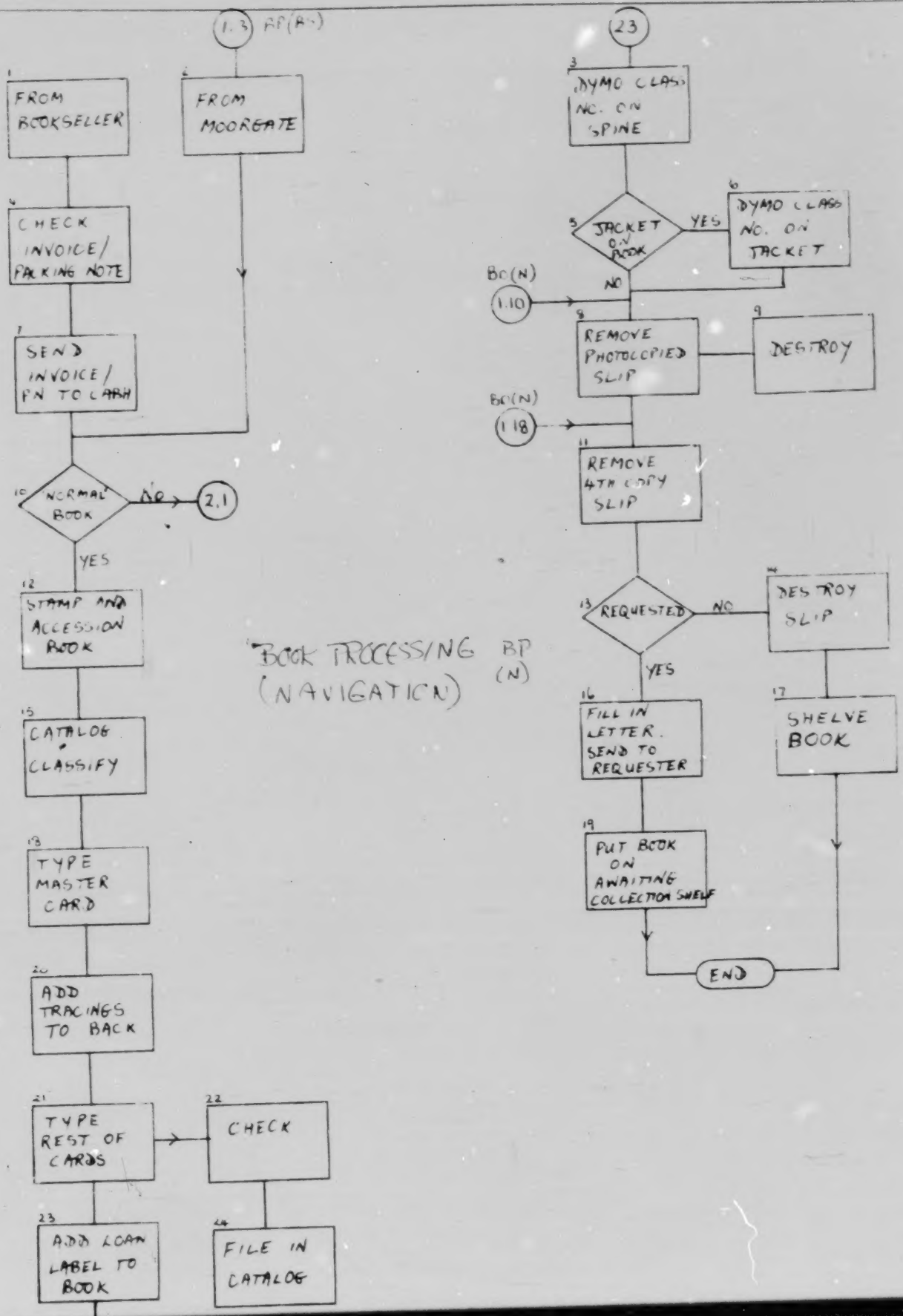
B.P.
(C.H.)



BOOK PROCESSING (CENTRAL HOUSE)

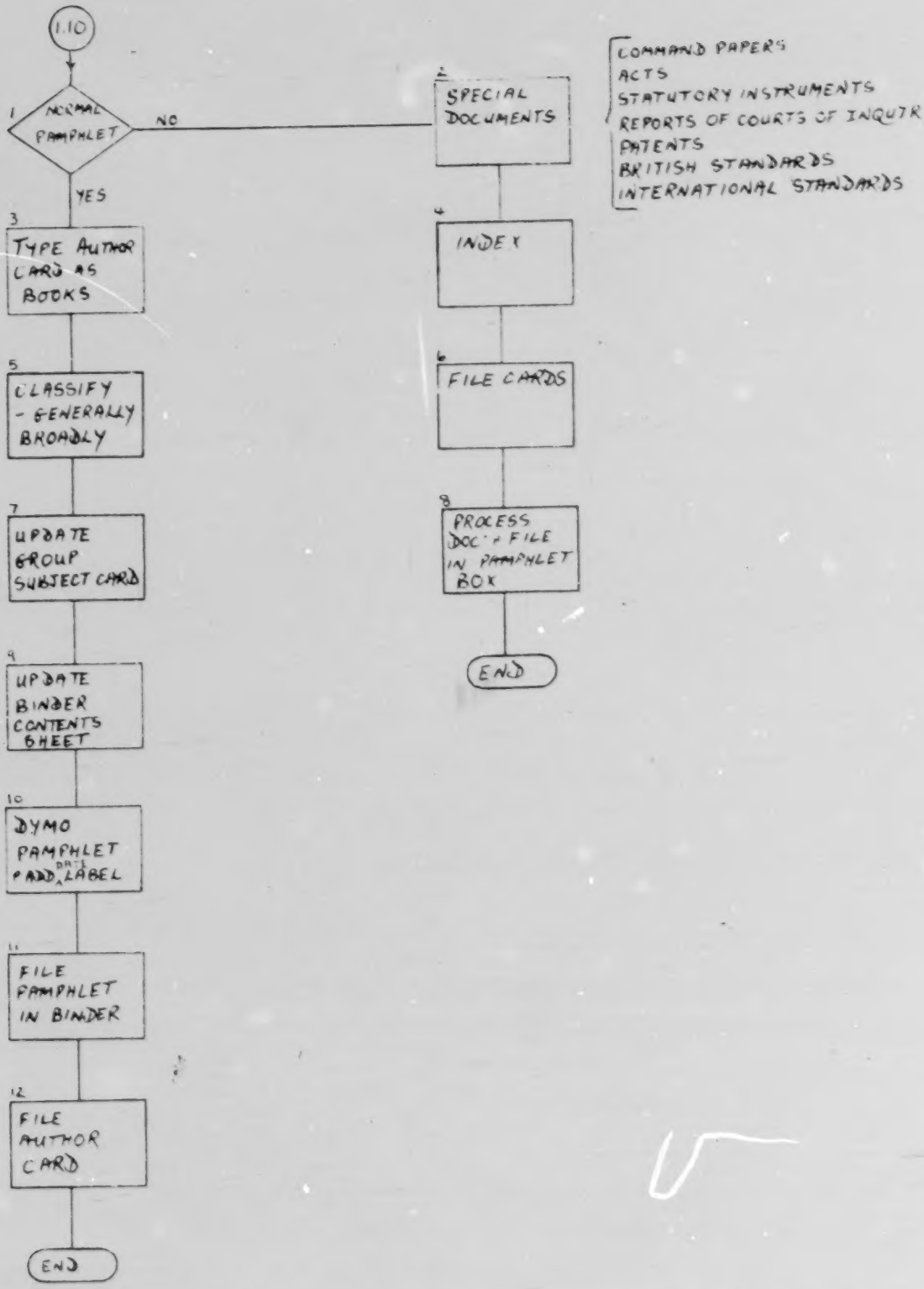
(CH)



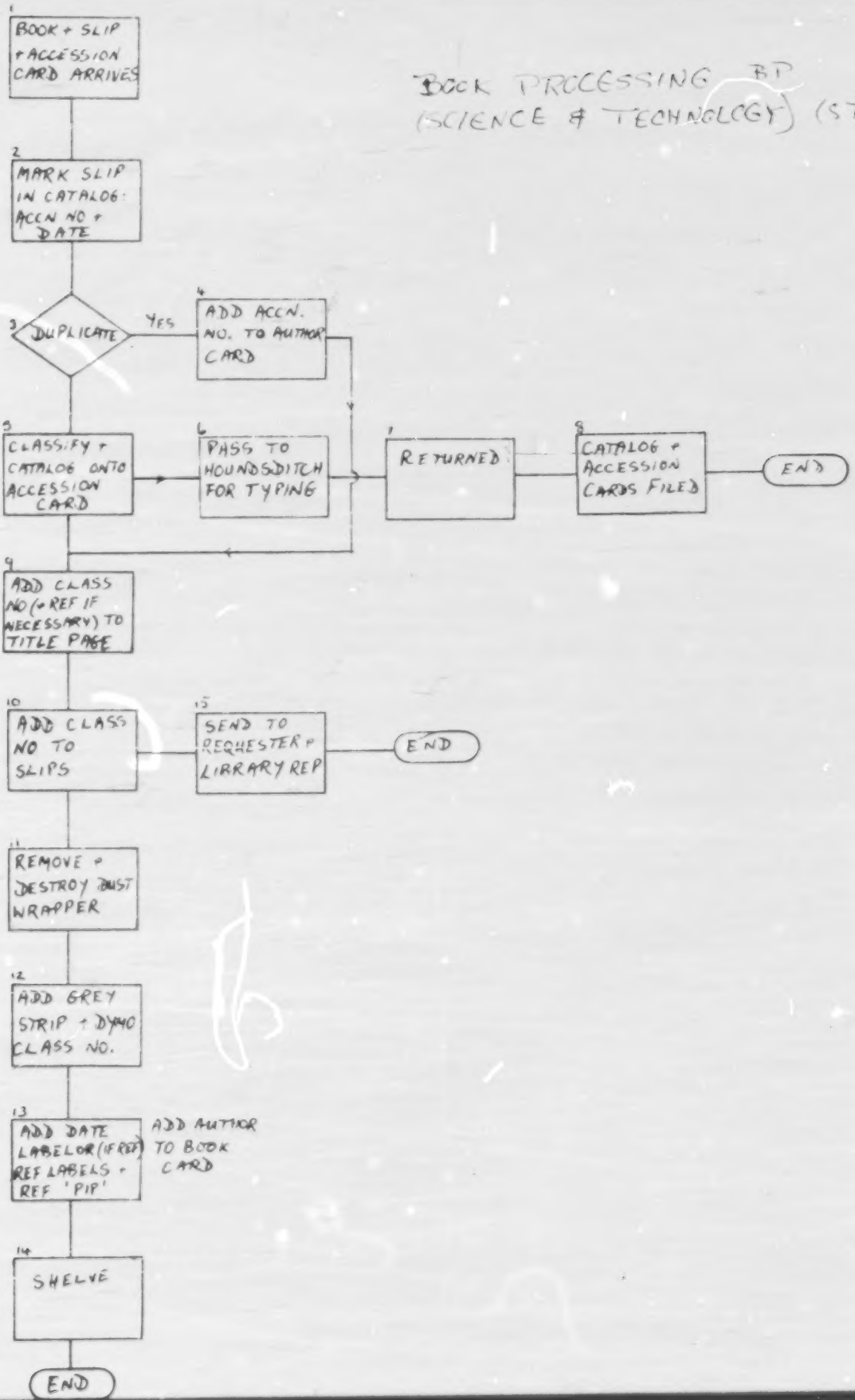

1.3 BP(B-)
1 FROM BOOKSELLER
2 FROM MOOREGATE
4 CHECK INVOICE/ PACKING NOTE
7 SEND INVOICE/ PN TO CARH
10 NORMAL BOOK
NO
2.1
YES
12 STAMP AND ACCESSION BOOK
15 CATALOG CLASSIFY
18 TYPE MASTER CARD
20 ADD TRACINGS TO BACK
21 TYPE REST OF CARDS
22 CHECK
23 ADD LOAN LABEL TO BOOK
24 FILE IN CATALOG
BOOK PROCESSING (NAVIGATION) BP (N)
23
3 DYMO CLASS NO. ON SPINE
5 JACKET ON BOOK
YES
6 DYMO CLASS NO. ON JACKET
NO
BC(N) 1.10
9 REMOVE PHOTOCOPIED SLIP
9 DESTROY
BC(N) 1.18
11 REMOVE 4TH COPY SLIP
13 REQUESTED
NO
14 DESTROY SLIP
YES
16 FILL IN LETTER. SEND TO REQUESTER
17 SHELVE BOOK
19 PUT BOOK ON AWAITING COLLECTION SHELF
END

BOOK PROCESSING (NAVIGATION)

I.P(N)



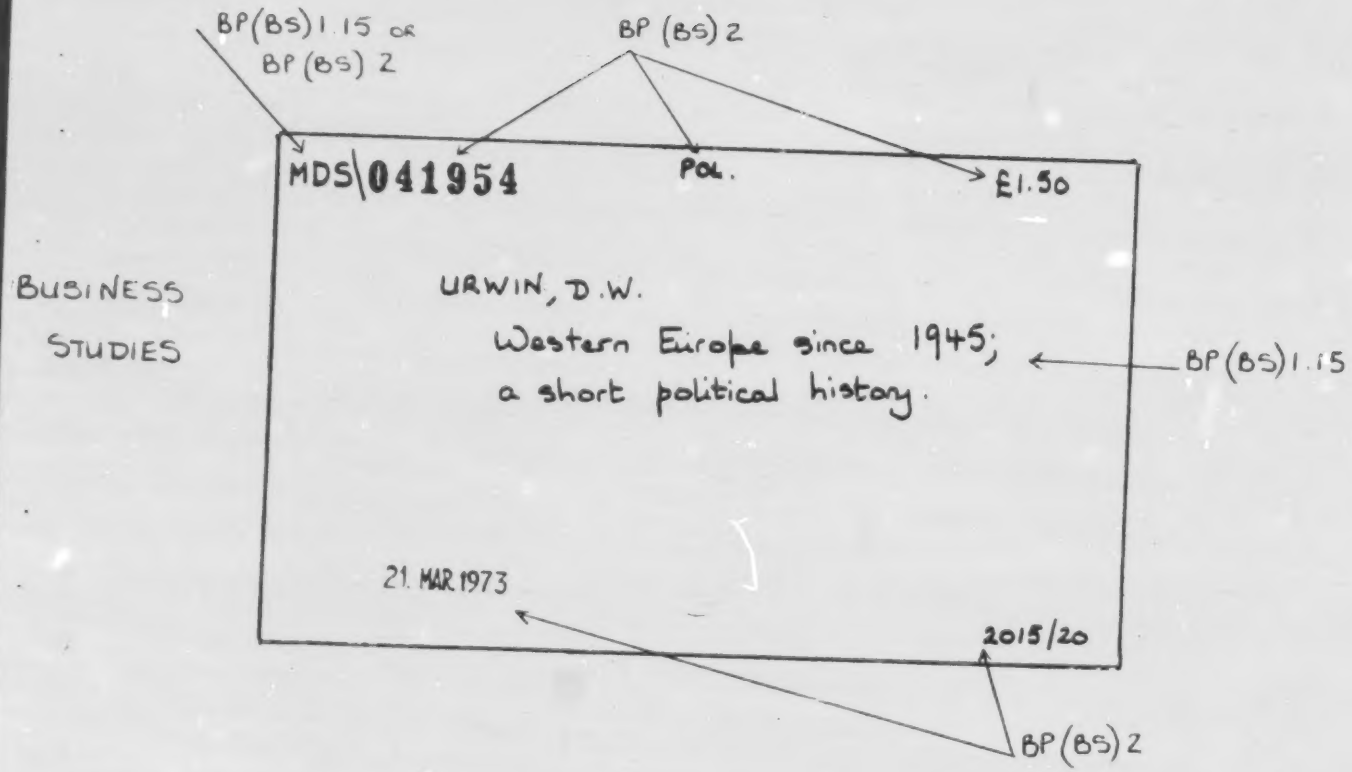
BOOK PROCESSING BP
(SCIENCE & TECHNOLOGY) (ST)

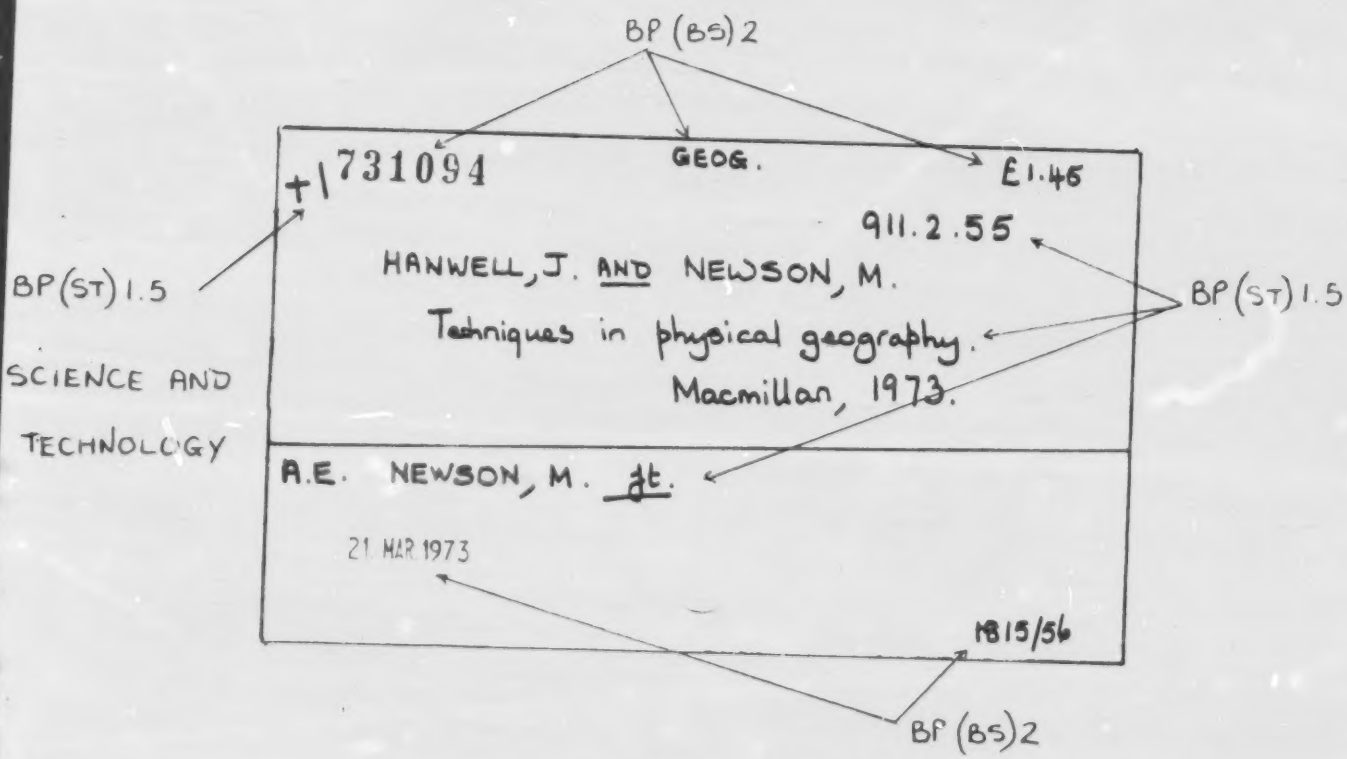


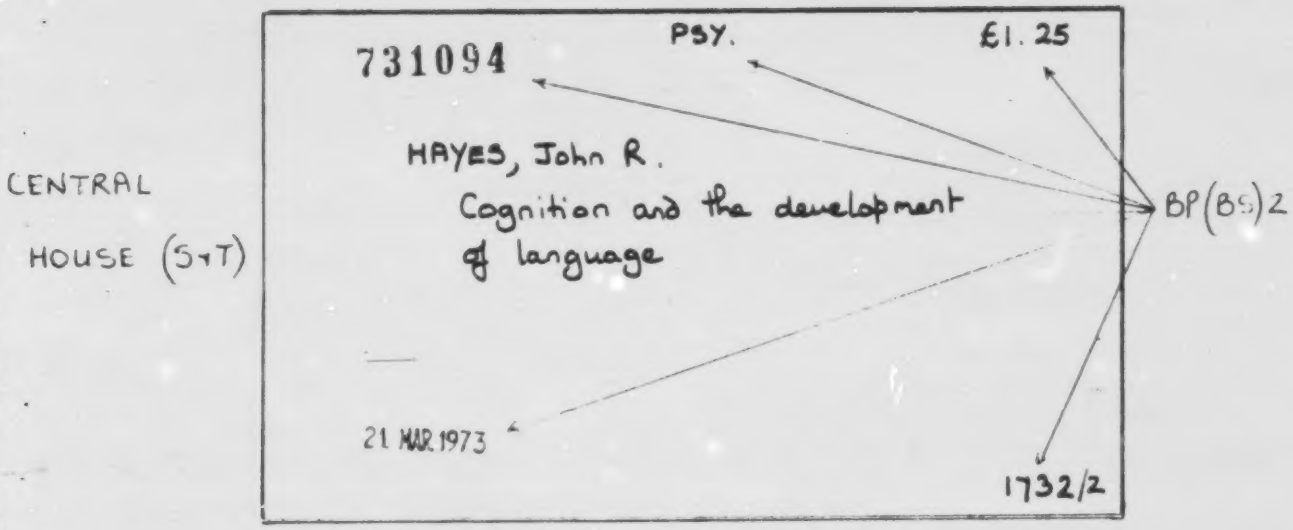
6. FORMS

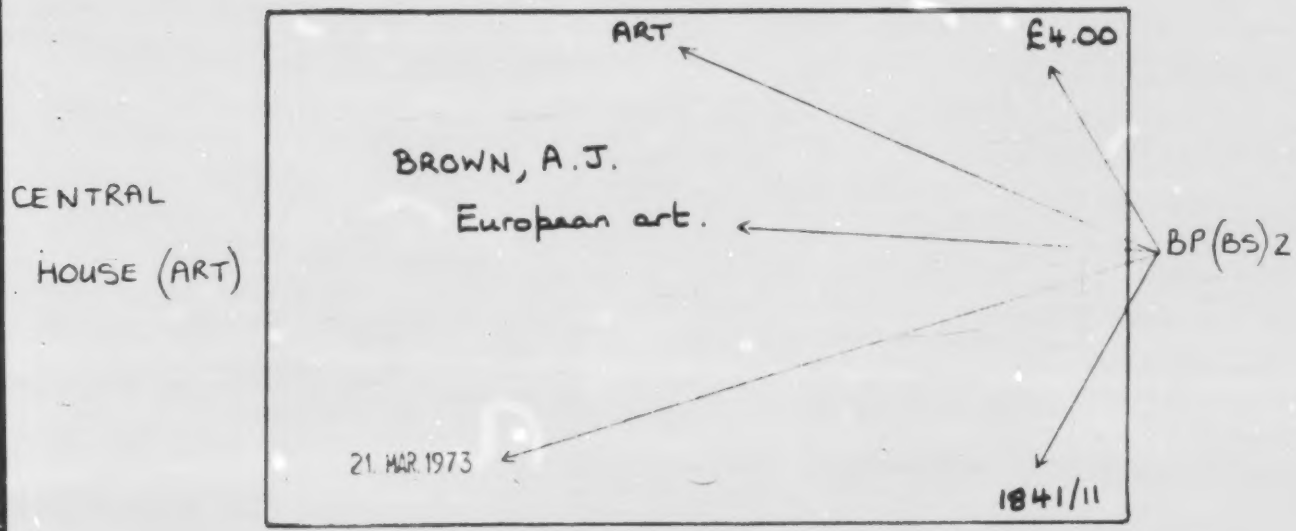
6.1 The following are samples of the approximately 40 different and variant forms and stamps in use. These are arranged alphabetically by name of form as used in the flowcharts. Each forms is cross referenced to the boxes on the flowcharts where they are used.

ACCESSION CARD

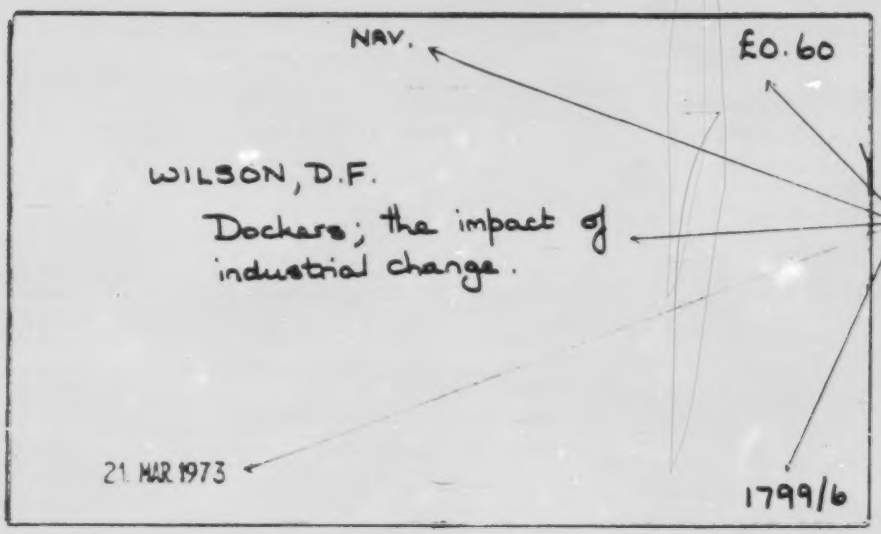





731094
PSY.
£1.25
HAYES, John R.
Cognition and the development of language
BP(BS)2
CENTRAL HOUSE (S+T)
21 MAR 1973
1732/2

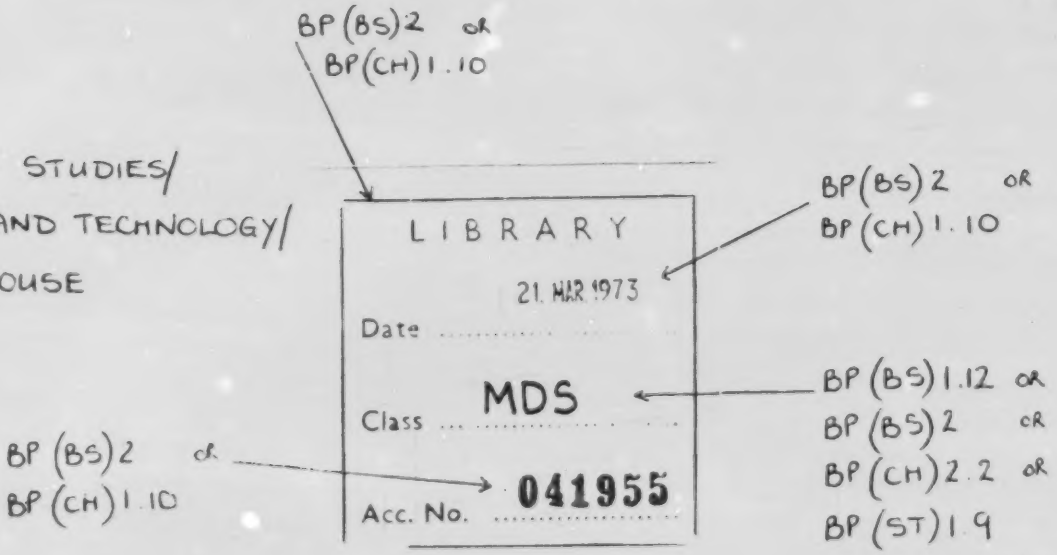

ART
£4.00
BROWN, A.J.
European art.
BP(BS)2
CENTRAL HOUSE (ART)
21 MAR 1973
1841/11

NAVIGATION



ACCESSION STAMP

BUSINESS STUDIES/
SCIENCE AND TECHNOLOGY/
CENTRAL HOUSE



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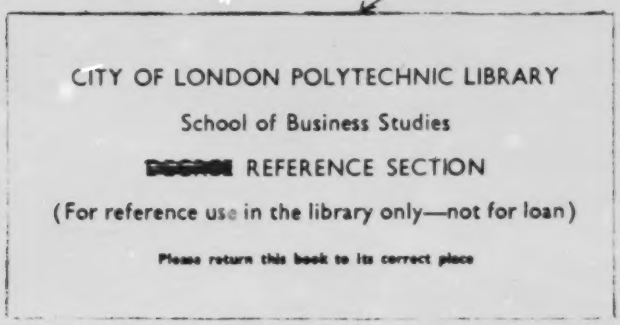
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1. INTERNATIONAL ASSOCIATION OF INDEPENDANT TANKER OWNERS,.. Money and ships.
2. DREWRY,H.P. An economic Study No 9. The Cost of Ships.
3. SHIPBUILDING AND SHIP REPAIR COUNCIL. Statistics of productivity and production in the shipbuilding industry: a report of a working party of the council.

BINDING CARD

BP (CH) 3.3

EUROPEAN SYMPOSIUM ON CORROSION INHIBITORS, 3rd.
Proceedings.

730144

[redacted]

BOOK CARD

BP (BS) 2

BP (BS) 2

731095

HANWELL, J.
and NEWSON, M

BP (CH) 2.1 or
BP (ST) 1.13

Techniques in physical geography.

BP (CH) 2.1

£1.45

DG 1206

SCIENCE AND TECHNOLOGY/
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BP(BS) 4.6

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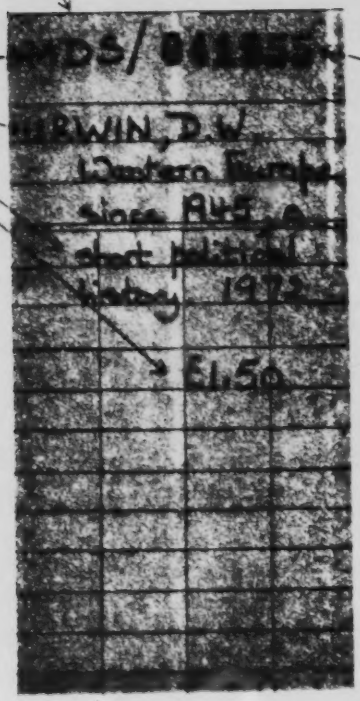
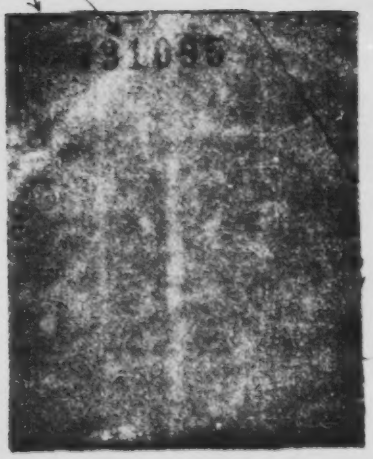


BUSINESS STUDIES

BOOK POCKET

BP(BS) 2



CATALOG CARD

BP(BS)1.10

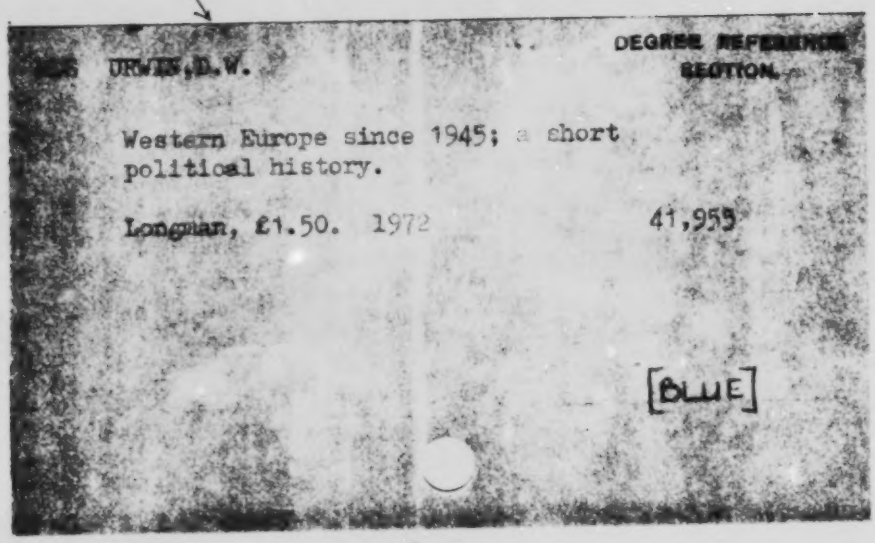
[illegible],D.W.

Western Europe since 1945; a short political history.

Longman, £1.50. 1972. 41,958

BUSINESS STUDIES

BP(BS)1.10



DEGREE REFERENCE SECTION

URWIN,D.W.

Western Europe since 1945; a short political history.

Longman, £1.50. 1972 41,955

[BLUE]

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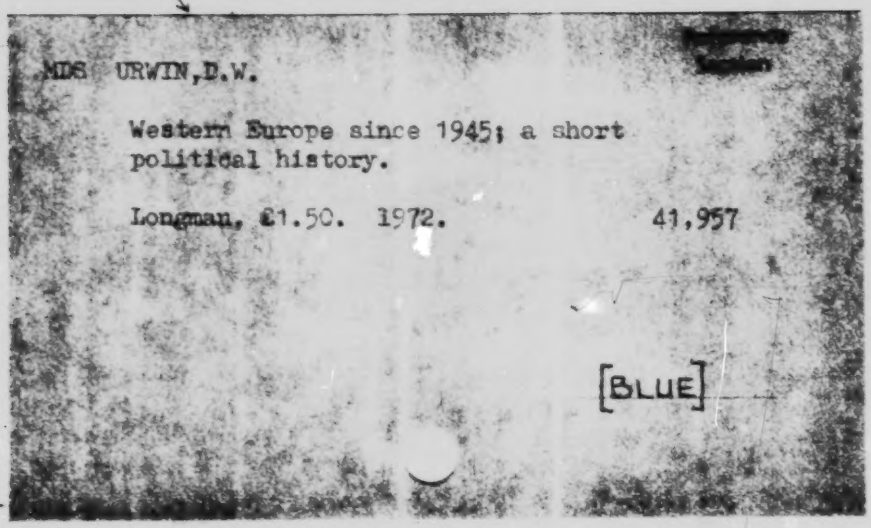

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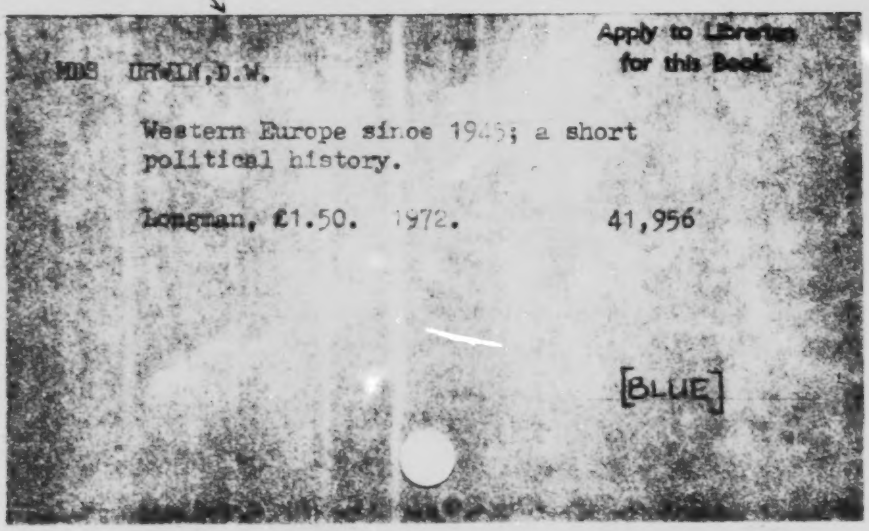
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159.946

HAYES, John R , ed.

Cognition and the development of language. 4th annual symposium ... Carnegie-Mellon University ... April 11th and 12th, 1968.

New York, Wiley, 105/-, 1970.

370p.

70/1709

BP(ST)1.7

SCIENCE AND TECHNOLOGY

518.681.31

McKEEMAN, W.M. and others

A compiler generator by W.M. McKeeman, J.J. Horning and D.B. Wortman.

Prentice-Hall, 1970

730318

BP(N)1.18 or
BP(N)2.3

ADVANCES IN MARINE NAVIGATIONAL AIDS, EI
Conference, London, 1972

[Papers]
London, Institution of Electrical Engineers, 1972.
ix, 349p illus 11½in

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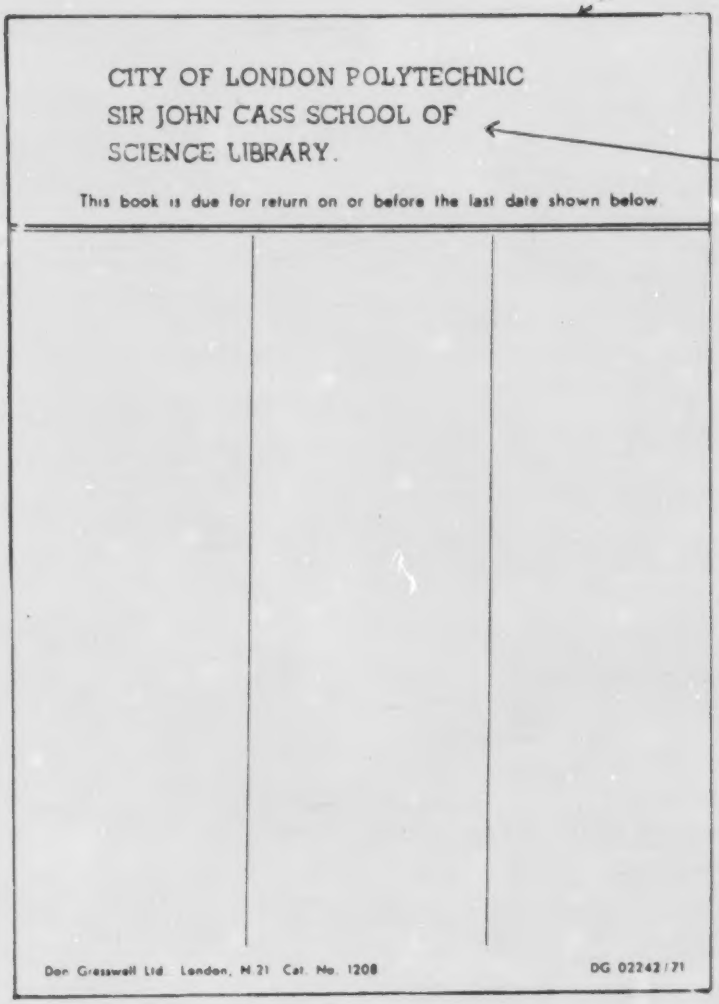
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BP(BS)1.26

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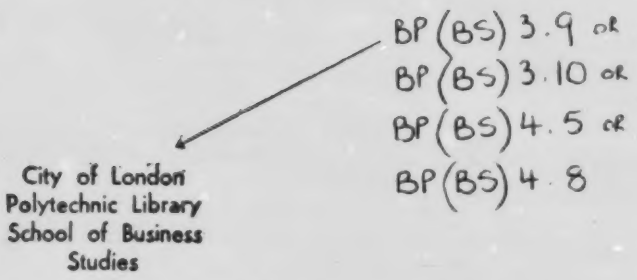
Month MARCH, 1973.

Subject Area		Allocation	Invoiced	On Order	Total	Balance
Accountancy		1,680	740	300	1040	640
Art		1,200	630	280	910	290
Biological Sciences		3,500	1370	550	1920	1580
Chemistry		1,560	850	270	1120	440
Economics		4400	1370	400	1770	2630
General Studies		500	360	100	460	40
Geography		1700	700	540	1240	460
Geology		1600	1070	290	1360	240
Government		2,400	1530	600	2130	270
Languages		1400	880	200	1080	320
Law		2,650	1360	500	1860	790
London Hospital		500	250	130	380	120
Mathematics - Business Studies		900	300	100	400	500
Mathematics and Computers		1300	480	270	750	550
Metallurgy		3150	1270	1670	2940	210
Navigation		2150	680	1100	1780	270
Physics		1180	510	280	790	390
Psychology		2480	1600	770	2370	110
Secretarial Studies		550	330	50	380	170
Transport		3,050	1680	1000	2680	370
	TOTAL	37750	17960	9500	27360	10390
Detection service	SBS	150	150		150	
Periodicals & Journals	SST 12,000 SBS 3,360	15,360	12000 3040		12000 3040	320
Binding	SST 1,875 SBS 2,250	4,125	1380 1810		1380 1810	495 440
Sundries	SST 3,000 SBS 1,500	4,500	1110 710	150 50	1260 760	1740 740
General Books	SST 1540 SBS 500	2040	970 400	560 100	1530 500	10
New Courses	SST SBS					
Photocopying Materials	SST 1000 SBS	1000	690		690	310

GENERAL STAMP



GREEN SLIP = THIRD PART OF ORDER SLIP

GROUP SUBJECT CARD

BP(N)2.7

NB NB

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2. INTERNATIONAL LABOUR CONFERENCE, 55th., ... Problems arising from technical development and modernisation on board ship in connection with (a) recruitment ... (b) training ... (c) level of employment of seafarers ..., 1969
3. STURMEY, S.G., Shipping in the 1960's, [1965?]
4. SVENDSON, A.S., Trends in world sea-borne shipping, [1965?]

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INVOICE

PULTENEY & CO.

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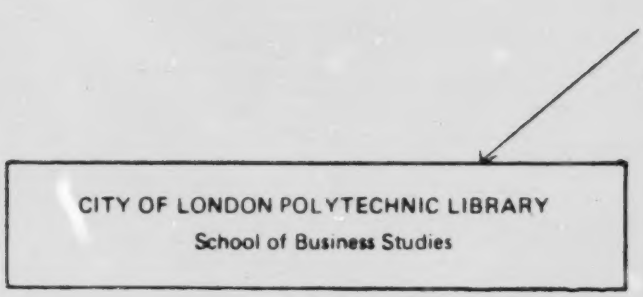
WINNER,	MAN-MADE AMERICA CHAOS OR CONTROL?	4.	05p
REEKIE, R.F.	DESIGN IN THE BUILT ENVIRONMENT.	1.	50p
LS.1817			
KOIN, R.R.	PRINCIPLES OF MAMMALIAN AGING.	2.	50p
MARKET, C.L.	DEVELOPMENTAL GENETICS. 2 @ £1.75p ea.	3.	50p
LS.1842			
ENRIGHT. B.J.	NEW MEDIA AND THE LIBRARY IN EDUC.	2.	50p
REICHMANN, F	BIBLIOGRAPHIC CONTROL OF MICROFORMS.	6.	00p
ULAM, A	THE FALL OF THE AMERICAN UNIVERSITY.	2.	75p
LS.1849			
EYSENCK, H.J.	EXPERIMENTS IN PERSONALITY.	3.	50p
BARTLETT. F.C.	REMEMBERING.	1.	80p
BIRKLEY. D	PLANNING AND EDUCATION. 2 @ £2.25p ea.	4.	50p
LS.1850			
CURL, J.S.	EUROPEAN CITIES & SOCIETY.	3.	75p
McLAFFERTY. F.W.	INTERPRETATION OF MASS SPECTRA. 2 @£2.15p ea.	4.	30p
LS.1851			
SCHUCHHARDT.	GREEK ART.	2.	25p
LS.1850			

LIBRARY LABEL



LOAN LABEL SEE DATE LABEL

MASTER CARD SEE CATALOG CARD (NAVIGATION)

BEST COPY AVAILABLE

MOORE'S SLIP

BP(BS)1.10

Moore's Modern Methods Ltd., London, E.C.4.
To repeat order state Plain White, Size 3" × 6½"

URWIN, D.W. MDS

Western Europe since 1945; a short political history. 2nd ed.

1972.

41,955
1,956
41,957

ORDER FORM

BO(BS)13.3

ORDER FORM

BO(BS)13.3

CITY OF LONDON POLYTECHNIC

THE LIBRARY

Please deliver goods / supply services as stated below to	59-63, Whitechapel High Street, London, E1 7JP.

Order No.	LS 1837
Date	21st, February, 1973.

Name and Address of Supplier

LONDON ART BOOKSHOP LTD.

Please forward all INVOICES in respect of this order to:
The Finance Officer,
City of London Polytechnic,
117/119, Houndsditch,
LONDON, EC3A 7BU
and please quote Order Number

Books.

Quantity	Destination	Date of Delivery	Invoice checked	Estimated Cost £	
2	21 2 13				
1	21 2 14	1.3	2.3	035189 4	60
2	21 2 15				
1	21 2 16	1.3	2.3	6	40
	21 2 17	1.3	2.3	2	40
	21 2 18				
	21 2 19	1.3	2.3	5	50
	21 2 20	1.3	2.3	3	50
	21 2 21				
	21 2 22				
	21 2 23	1.3	2.3	1	60
	21 2 24				

BP(BS)1.17

BP(BS)1.22

BP(BS)1.22

Signed K Buckley

QUERIES—please telephone 283 1030

and ask for M.....

Allocation 1-73-27

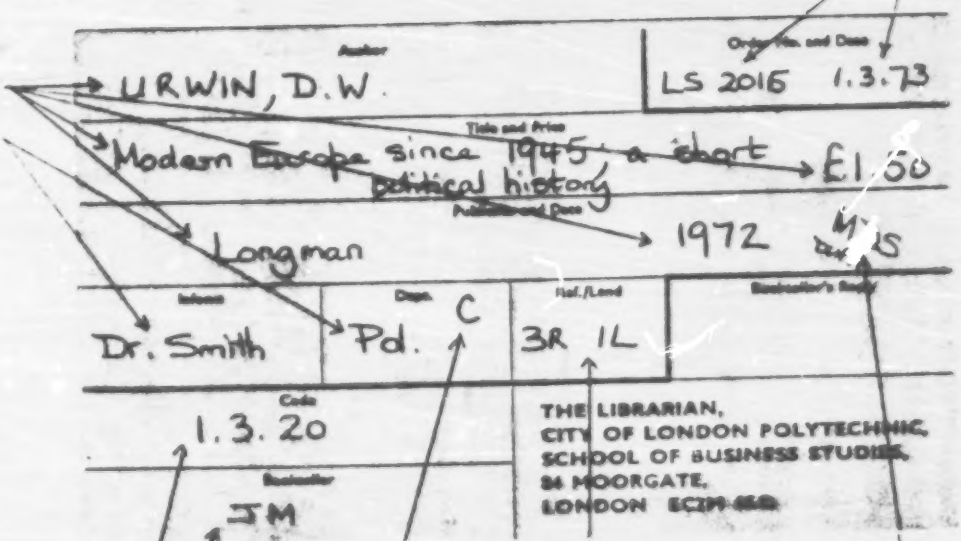
Form No. F1

BO(BS)13.3

BO(BS)13.10 or

BO(BS)13.11

ORDER SLIP



Bo(BS)13.4

Bo(BS)2.7
Bo(BS)3.2
Bo(BS)4.3
Bo(BS)4.6
Bo(BS)6.1
Bo(BS)7.7
Bo(BS)8.3
Bo(BS)9.15
Bo(BS)10.1
Bo(BS)12.5
Bo(BS)11.9
Bo(BS)12.4
Bo(BS)12.13
Bo(CH)1.3
Bo(CH)1.4
Bo(N)1.15
Bo(ST)1.2
Bo(ST)1.3

Bo(BS)13.4

Bo(BS)11.8 or
Bo(BS)11.9

Bo(BS)3.6
Bo(BS)6.19
Bo(BS)7.7
Bo(BS)8.27
Bo(BS)9.3
Bo(BS)10.6
Bo(BS)11.9
Bo(BS)12.4
Bo(BS)12.5
Bo(BS)12.13
Bo(CH)1.7
Bo(N)1.15
Bo(ST)1.2

Bo(BS)3.5
Bo(BS)6.4
Bo(BS)6.1
Bo(BS)6.7
Bo(BS)8.3
Bo(BS)8.8
Bo(BS)10.5
Bo(ST)1.6

PACKING NOTE

BEST COPY AVAILABLE

BP (BS) 1.5 or
BP (N) 1.4

BOWKER

PACKING NOTE
B 009805
9805

BOWKER PUBLISHING CO. LTD.
EPPING, ESSEX TEL.: EPPING 3075

12015
THE FINANCE OFFICER,
CITY OF LONDON POLYTECHNIC,
117-119, HOUNDSDITCH,
LONDON, EC3A 7BU.

Date 12 2 73

Order No. LS 1716
105 0.00

QTY	TITLE		RETAIL	TRADE	AMOUNT
1	ULRICHS INT PER DIR 14TH ED VOL 1 & 2 (260)	44101	21.25	21.25	21.25
1	IRREGULAR SERIALS AND ANNUALS (220)	19601	19.25	19.25	19.25
	STERLING				40.50

BOOKS SENT TO

CITY OF LONDON POLYTECHNIC,
139-141, THE MINORIES,
LONDON, EC3N 1NL.

RECEIVED 22 FEB 1973

Terms net 30 days from date of invoice
No returns accepted unless previously agreed

Head Office: 18 BEDFORD ROW, LONDON, WC1R 4EJ Tel: 01-404 5011

BP(BS)1.9

PINK RESERVE CARD

REFERENCE LABEL

BP(ST)1.13

CITY OF LONDON POLYTECHNIC LIBRARY

School of Science

REFERENCE ONLY—NOT FOR LOAN

REFERENCE ONLY - NOT FOR LOAN STAMP

BP(BS)4.7

Reference Only
Not for Loan

REFERENCE PIP

BP(ST)1.13

RESERVATION FORM

AUTHOR URWIN, D.W. | CLASSIFICATION MDS

TITLE Western Europe since 1945; a short political history | DATE 21/3/73

The above book is now available in the Library and awaits your collection.

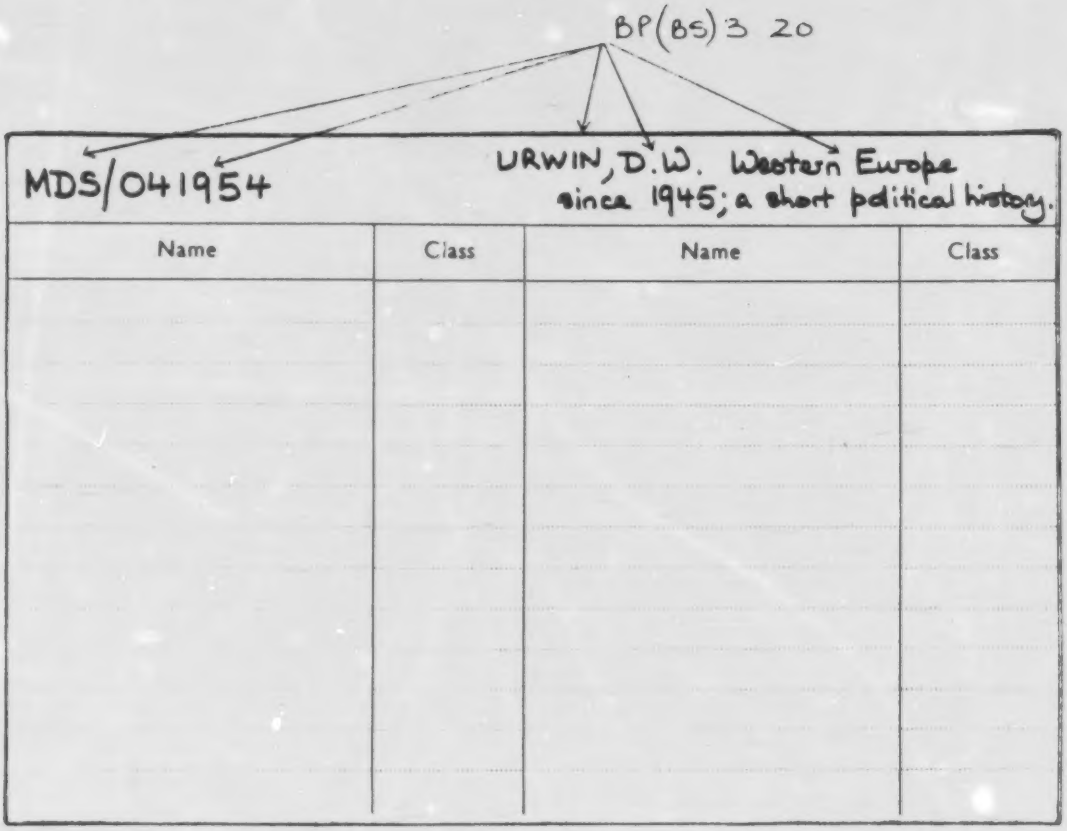
It will be kept for you until .....

CITY OF LONDON POLYTECHNIC LIBRARY

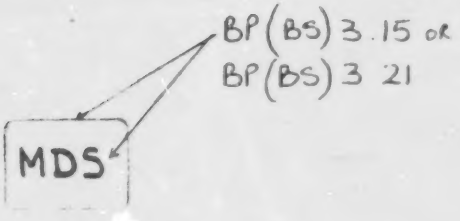
School of Business Studies, Moorgate, EC2M 6SQ

Bo(BS)1.1
Bo(BS)6.17
Bo(BS)6.18
Bo(BS)8.24
Bo(BS)8.28

SIGNING OUT CARD



WHITE TAB



7. OBSERVATIONS ON THE CURRENT SYSTEM

7.0 In the course of carrying out the investigation we found many practices which we felt could be simplified and/or changed to reduce the cost of book processing and to ensure a faster flow of books through the system. In order to produce this report fairly rapidly some of the observations and their solutions as indicated in Section 8 and the accompanying 'Revised System' flowcharts (Section 9) have been based on, hopefully, accurate opinion. We have been unable to provide detailed evidence but will, when we proceed with the time study survey shortly, be able to quantify this. These sections can be identified by the preceding phrase: "It seems probable that ....." We have tried to group the observations in the most helpful way.

7.1 General and Staff

.1 There is no clear operations manual at some of the libraries. The implications of this for training new staff and for altering routines in a planned fashion are obvious.

.2 Senior staff spend a considerable amount of time on routine clerical tasks - e.g. catalogue checking, checking of orders, checking catalogue cards. We pay qualified staff good salaries. It is bad personnel management and wasteful of resources for a Librarian I, for example, to check orders selected by subject specialists , or catalogue cards which have already been checked. At a rough estimate it must add at least £1 to the cost of processing a book.

.3 The Business Studies library needs clear guiding and some rearrangement of shelf order.

7.2 Stock

.1 The concept of 'Degree' ref. seems unnecessary.

.2 Based upon the week's survey of lending and reference use and upon a quick sampling , the counter collection is very largely a dead stock, unused and very overcrowded. A full survey needs to be carried out.

.3 In the past two weeks we have been removing the labels inserted during the stock survey at BS. A great deal of stock has not been used for many years.

7.3 Bibliographic checking

.1 Professional staff are carrying out a fair amount of routine checking.

.2 Subject specialists are being used to answer minor queries on material being checked.

.3 There is no clear routine for bibliography/catalogue, etc. checking and no clear list of sources to be searched.

.4 Reservation cards and order slips could be designed better.

.5 There are problems in running two systems (a reservation card and an order slip) side by side.

7.4 Ordering

.1 There is no necessity to have separate sequences of order form numbers.

.2 It is wasteful to have to insert separate sheets of carbon paper between copies of the order form.

.3 The site libraries find the delay in receiving back copies of the order slip unacceptable.

7.5 Accessioning

.1 There is no valid reason for separate sequences of accession numbers.

.2 The accessions register is not secure.

.3 Material is being bought which is not being accessioned or stamped.

.4 The rules for accessioning (see the Decision Table BP(BS)2) are too complex.

.5 Practices of accessioning should be standardised amongst the sites.

.6 No clear procedures exist for the accessioning of gifts.

7.6 Cataloguing

.1 The cataloguing operation at BS is the weakest link in the book processing chain.

.2 There is a considerable backlog at BS.

.3 The Services Librarian at BS is carrying out this work at times.

.4 The cataloguer should not be filling in the accession cards at BS.

.5 There should not be four different classification schemes in use.

.6 The cataloguing record is different in the various sites.

.7 The subject index at BS is badly constructed and visually most unappealing.

.8 Part of the reason for .7 above lies in the fact that there is no authority file.

.9 The Moores Slip catalogue seems unnecessary and wasteful duplication.

7.7 Processing

.1 This is the area in which most simplification can take place at BS. Much of this will become clear in the section on recommendations. Some more obvious points are listed below.

.2 Triggering as presently carried out weakens the book.

.3 There are just too many places in which a book is stamped.

.4 If a book has a dust jacket there is no need to stylus and label on the boards as well. Nor should the trigger be placed elsewhere than under the stuck down jacket (if there is a jacket).

.5 Stamping the edges of books is unsightly and unnecessary.

.6 Except in a few cases, stylusing is unsightly and unnecessary.

.7 It seems probable that those libraries putting plastic jackets on to dust jackets could have this operation done more economically by a bookseller.

.8 There is no real need for class number, author, title and price to be put on to the book cards (for issue).

.9 The date label could be redesigned to hold the book card.

10. A clear visual indication of reference status should be given on the outside of the book at BS. During the course of the shelf survey approximately 1 in 10 to 1 in 5 of the books in the Degree Ref. section were found to be lending stock.

8. RECOMMENDATIONS

8.0 In general these recommendations are for the purpose of improving the current manual system of operations. Considerations of future systems will be left to a later report.

Some thought should be given as to whether certain recommendations should be put into operation immediately (if approved) or deferred until a future system is agreed.

The recommendations have two main aims:

(a) to promote unified practices among the various sites
(b) to simplify and improve workflow.

The numbering of them follows the numbering of Section 7. Any general comments are given the sub-heading .0. Section 9 consists of revised flow charts based upon these recommendations.

8.1 General and Staff

.1 A full operations manual in loose leaf form should be written. This should include flowcharts and detailed written instructions for each stage of the process. This should be drawn up by the Staff Librarian, in conjunction with the Planning team and the site librarians, on the basis of approved recommendations.

.2 It is essential that senior staff spend their time on tasks for which they are qualified and in which they are capable and which appear in their job specifications. All routine checking should be left to junior staff as much as possible or to the staff with specific responsibility for a task. This applies especially to the areas of:

Bibliographic and catalogue checking (juniors)
Selection of stock at BS, including government publications (subject specialists)
Cataloguing and proof-reading of cards (cataloguer and juniors respectively).

.3 We can see no real justification (beyond tradition) for separating lending and reference stocks (subject to observation 7.7.10 and recommendation 8.7.10). Merging the two stocks would give several benefits: it would encourage students to use stock regardless of its artificial splitting; it would avoid the confusing, serpent-like sequence of the classification and together with some re-arrangement of unbound periodicals and law material would enable better utilisation of space to be made. This applies mainly to BS, but in general to other sites.

8.2 Stock

.1 Books should be either Lending or Reference. The present small Quick Reference collection should be kept but re-located, together with telephone directories and bibliographies on the shelves between the counter and the issue desk (i.e. currently housing TN-TS). (See plan of the library - Appendix 1).

.2 Much of the BS counter stock should be re-located into Lending or Reference as appropriate based upon usage. We are not entirely convinced of the necessity for this collection in any case.

.3 The Stock Editor must start work immediately at all sites on weeding out unused material for transfer to the proposed store at Hackney (or for withdrawal from stock).

8.3 Bibliographic checking

.0 A system of controlled bibliographic and catalogue checking should be introduced.

.1 Junior staff must be used for this work whenever possible.

.2 Site librarians should be able to sort these problems out except in a very small number of cases.

.3 Part of the Operations Manual (8.1.1) should lay down the sources to be checked. In our opinion the sequence should be:

catalogue
orders received file
on order file
British books in print
books in English
BNB
bookseller

Appropriate action to be taken at each stage as detailed in the flowcharts. Additional sources to be used dependent upon the particular case (e.g. Books in print for US works, etc.).

A checklist of sources to be searched should be produced to be attached to booklists, etc. (See Section 10). For material in 5" x 3" format, a series of sections should be marked in a drawer so that a logical sequence of moving cards/slips from one section to another as work is completed can be followed. (See also 8.4.4 below).

.4 These forms have been redesigned (see Section 10) so that more information can be held especially to indicate whether a member of staff wants actually to receive a book or just to be notified

that it is in the library.

.5 It would be much simpler if all enquirers used a reservation card for requesting books and the order slips reserved for library staff. This could overcome the problem in .4 above and also avoid possible inaccuracies in the transcription of details by academic staff.

8.4 Ordering

.1 The numbers should be unified (later note: this is being done).

.2 For future reprints of order forms it should be possible to have them produced on NCR paper.

.3 The fourth copy of the order slip should be retained by the librarians at CH, BS, N and ST and put directly into the 'on order' file.

.4 A time survey needs to be carried out into the relative economies of the two systems of:

(a) Filing the 'on order' slips into the catalogue, marking them when the book is received and finally destroying them when the book is ready for shelving (by matching against the slip in the book).

(b) Maintaining separate files of 'on order', and 'received' slips, moving slips from one to another and finally destroying by matching as above.

8.5 Accessioning

.1 There should be only one sequence of accession numbers. This should continue the ST 73nnnn sequence although the 73 will, in the future, have no significance.

.2 All accessions cards should be completed with the necessary details immediately upon receipt and filed in the accessions register. Material for N and CH (ST stock) should be accessioned at BS. The necessary details for an accession register are:

accession number(s)
author
title
order number and item number
date of accessioning

.3 All material which is purchased by the Library and Learning Resources Service must pass through the accessioning process. All material should also pass through cataloguing and physical processing. Any material which is not required to be available through the catalogue - e.g. multiple copies for class use which are given to a member of the academic staff - should have a note to this effect entered in the accession register.

.4 The rules for accessioning have been simplified and appear in Section 9. They depend upon standard practices between libraries and upon certain proposed changes as follows:

(a) Counter stock (if kept) to be issued by Browne using temporary reader tickets.

(b) Degree Ref. books are labelled 'Reference'.

(c) The class number is not written on the book. We cannot assume that it is correct. The cataloguer will be able to compare his/her number with that on the order slip.

(d) The accession stamp includes a movable date stamp.

.5 See above .4.

.6 Gifts should be sent to BS for accessioning.

8.6 Cataloguing

.1 It seems unlikely that more staff will be available on a full-time basis to help with cataloguing although with the present system these are essential. It is recommended that BNB cards are brought in to relieve the pressure on the cataloguer. The work then would essentially consist of:

(a) classifying

(b) cataloguing/classifying non-BNB items

(c) underlining in red, filing elements where these differ from CoLP practice.

The precise way in which BNB cards are to be ordered is laid down in the flowchart.

.2, .3, .4 - covered previously.

.5 We must standardise on one classification scheme and one cataloguing code as soon as possible. In view of the organisational back-up and economies in cataloguing due to centralised services from BNB, it is recommended that 18th Dewey and AACR be adopted.

.6 The catalogue entries should be standardised as follows:

(a) Main entry (Subject)

class no.	author, editor, etc	location
	title, edition	
	publisher, date, pagination	
	notes/contents	
	accession numbers	

(b) Added entries (author, title, added subject)

class no. author, editor, etc. location
title, edition
date

.7 Subject indexes at all sites should be constructed on chain index principles and maintained as a card file.

.8 In order to control the subject index an authority file should be kept.

.9 The Moores slip catalogue should be abolished.

8.7 Processing

.2 The back fly leaf should not be pasted down over the trigger, nor should the trigger be inserted into the spine.

.3 Stamping should be restricted to the front endpaper and title page.

.4 Any labels should be placed on the dust wrapper underneath the plastic cover.

.5 See .3 above

.6 There are very few cases in which a stylus needs to be used.

.7 This point needs to be investigated further together with the cost of a bookseller doing much of the routine processing.

.8 Accession number is sufficient.

.9 A possible design is described below:

The whole label is approximately 2" longer than at present and the bottom 2" folds up to form a pocket for the book card. The top of the folded portion carries the accession number as a visual check against the book card. The size and colour of the book cards and labels should be standardised as soon as possible.

.10 This could be achieved by means of a red label or strip.

.11 Summary of proposed processing

These statements apply to 'normal' books - some items may change position slightly depending on the document in question.

(a) Reverse of title page: accession stamp with class number, accession number, date, location if not lending;

(b) Front flyleaf (lending): revised loan label with printed 'City of London Polytechnic', stamp for site name and address, standardised comments on loan requirements and accession number;

(c) Front endpaper (lending): site name and address stamp;

(d) Front endpaper or flyleaf (reference): as (c) + 'Reference only' stamp;

(e) Boards or cover (if dust wrapper present): nothing;

(f) Boards or cover (if dust wrapper absent): class number label (+ if applicable, a red circular 'Reference' label of approx. 0.6" diameter) covered in tape of the Gresswell Ghost Tape or Scotch 810 type. The reference label can be marked in ink 'QR', etc. as applicable;

(g) Dust wrapper: as (f) but not using tape, covered in plastic jacket and stuck down on to endpapers;

(h) Rear endpaper: trigger covered by the white takstrip and the stuck down dust wrapper;

(i) Title page: site stamp (+Ref. stamp for reference books).

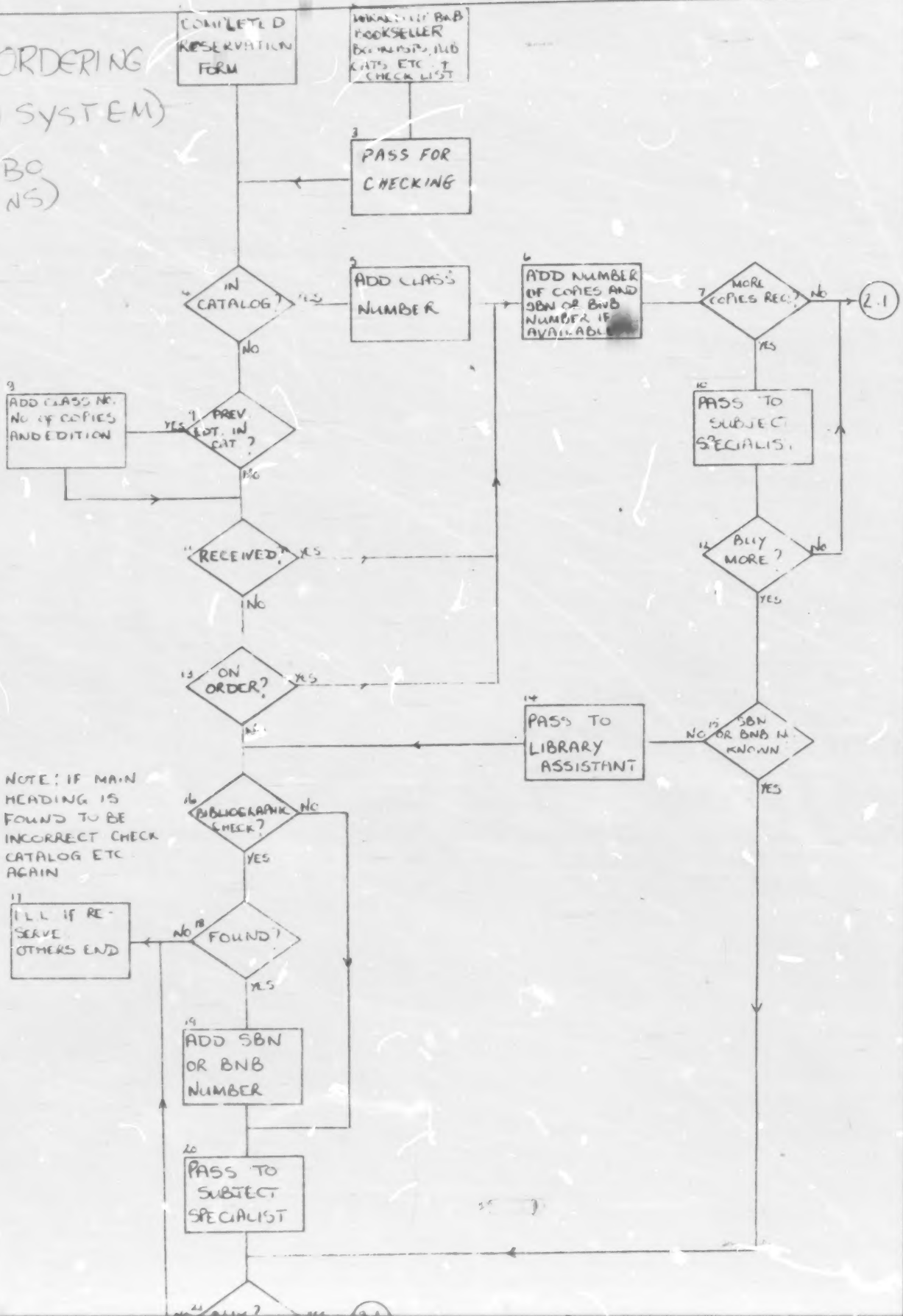
9. FLOWCHARTS FOR PROPOSED SYSTEM

Following this section are a series of flowcharts which incorporate the above recommendations and adopt a uniform set of procedures across all sites.

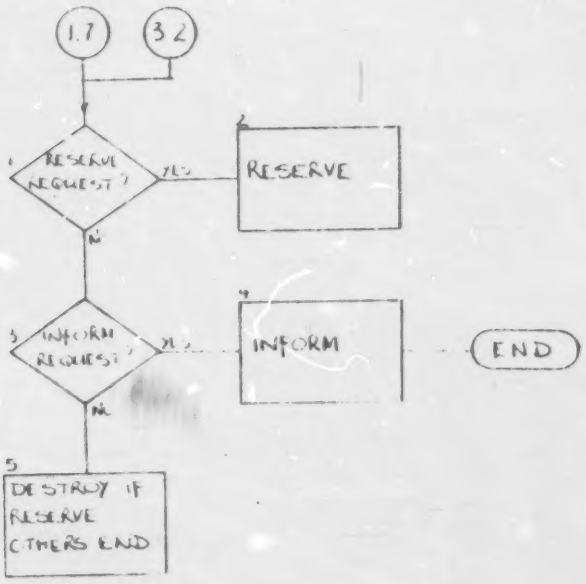
The flowcharts are arranged as follows:

Book ordering:	4 sheets
Book processing:	6 sheets

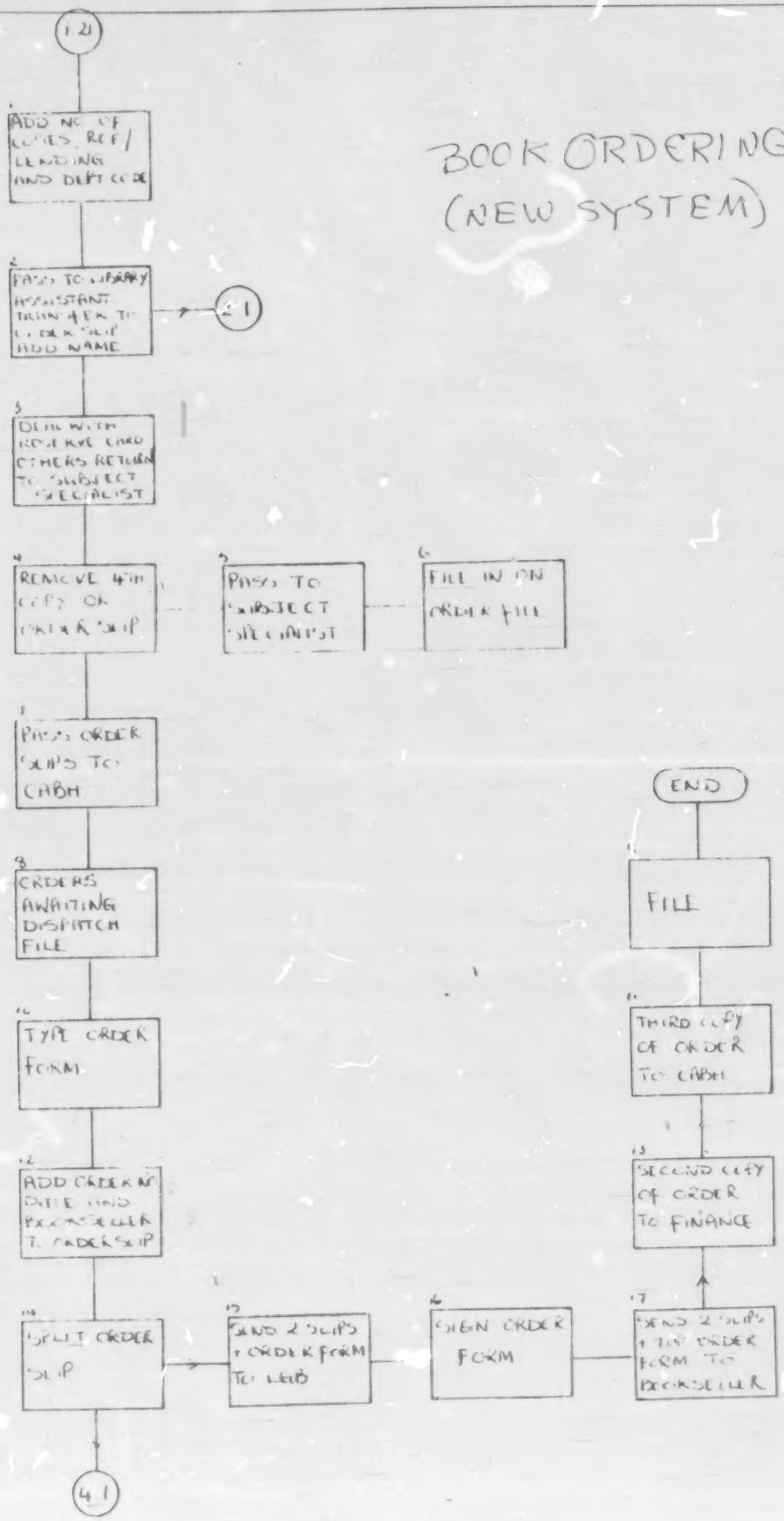
BOOK ORDERING (NEW SYSTEM) BO (NS)

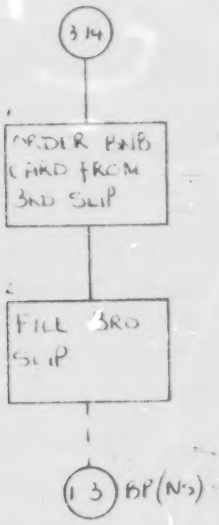


BOOK ORDERING (NEW SYSTEM)



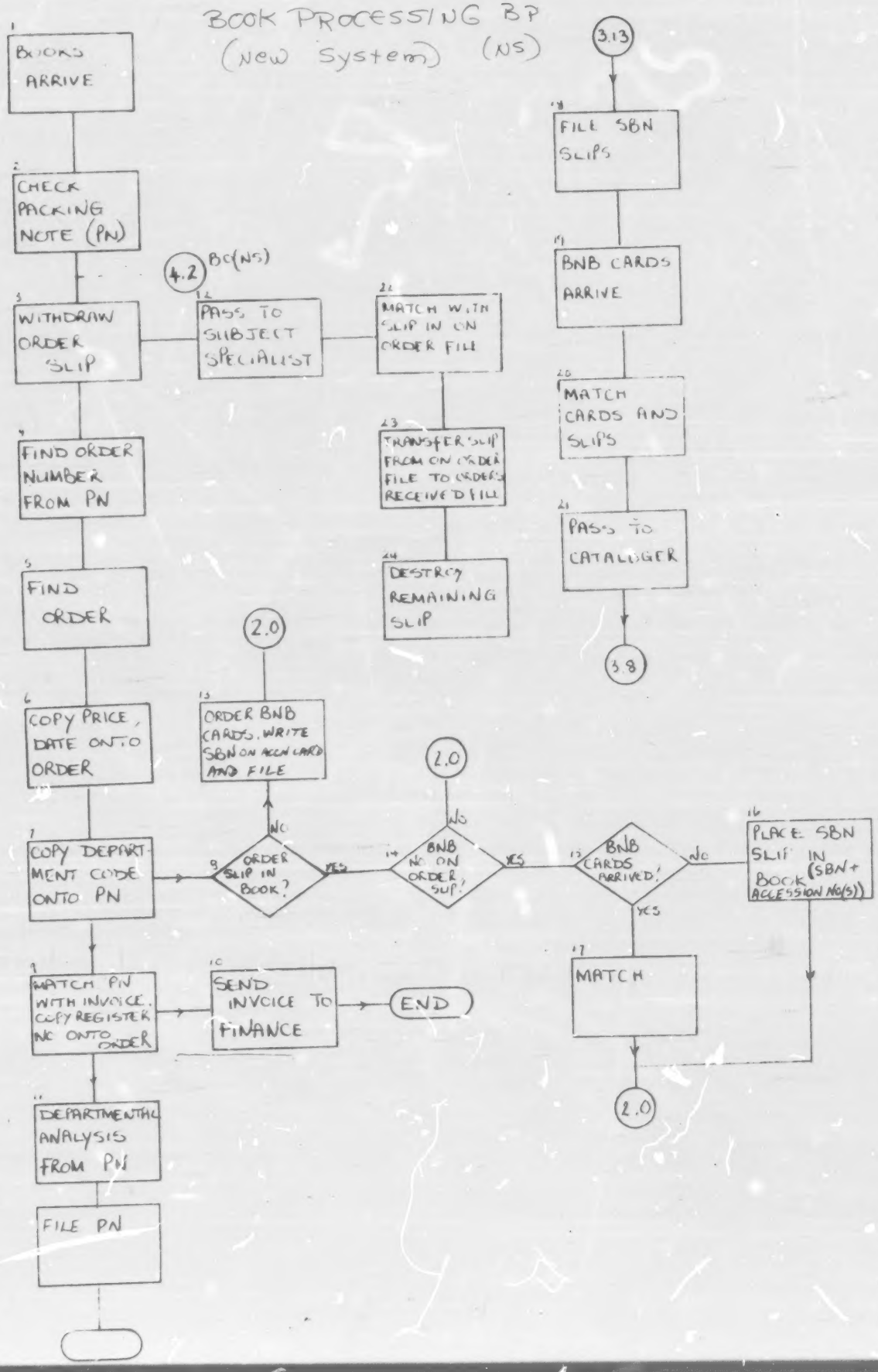
BOOK ORDERING BO (NEW SYSTEM) (NS)


1.21
1 ADD NO OF COPIES, REF/LENDING AND DEPT CODE
2 PASS TO LIBRARY ASSISTANT TRANSFER TO ORDER SLIP AND NAME
2.1
3 DEAL WITH RESERVE CARD OTHERS RETURN TO SUBJECT SPECIALIST
4 REMOVE 4TH COPY OF ORDER SLIP
5 PASS TO SUBJECT SPECIALIST
6 FILE IN ON ORDER FILE
7 PASS ORDER SLIPS TO CABM
8 ORDERS AWAITING DISPATCH FILE
10 TYPE ORDER FORM
12 ADD ORDER NO DATE AND BOOKSELLER TO ORDER SLIP
10 SPLIT ORDER SLIP
13 SEND 2 SLIPS + ORDER FORM TO LEAD
4 SIGN ORDER FORM
17 SEND 2 SLIPS + TOP ORDER FORM TO BOOKSELLER
13 SECOND COPY OF ORDER TO FINANCE
11 THIRD COPY OF ORDER TO CABM
15 FILE
END
4.1


3 14
ORDER PAID CARD FROM 3RD SLIP
FILL 3RD SLIP
1 3 BP (NS)

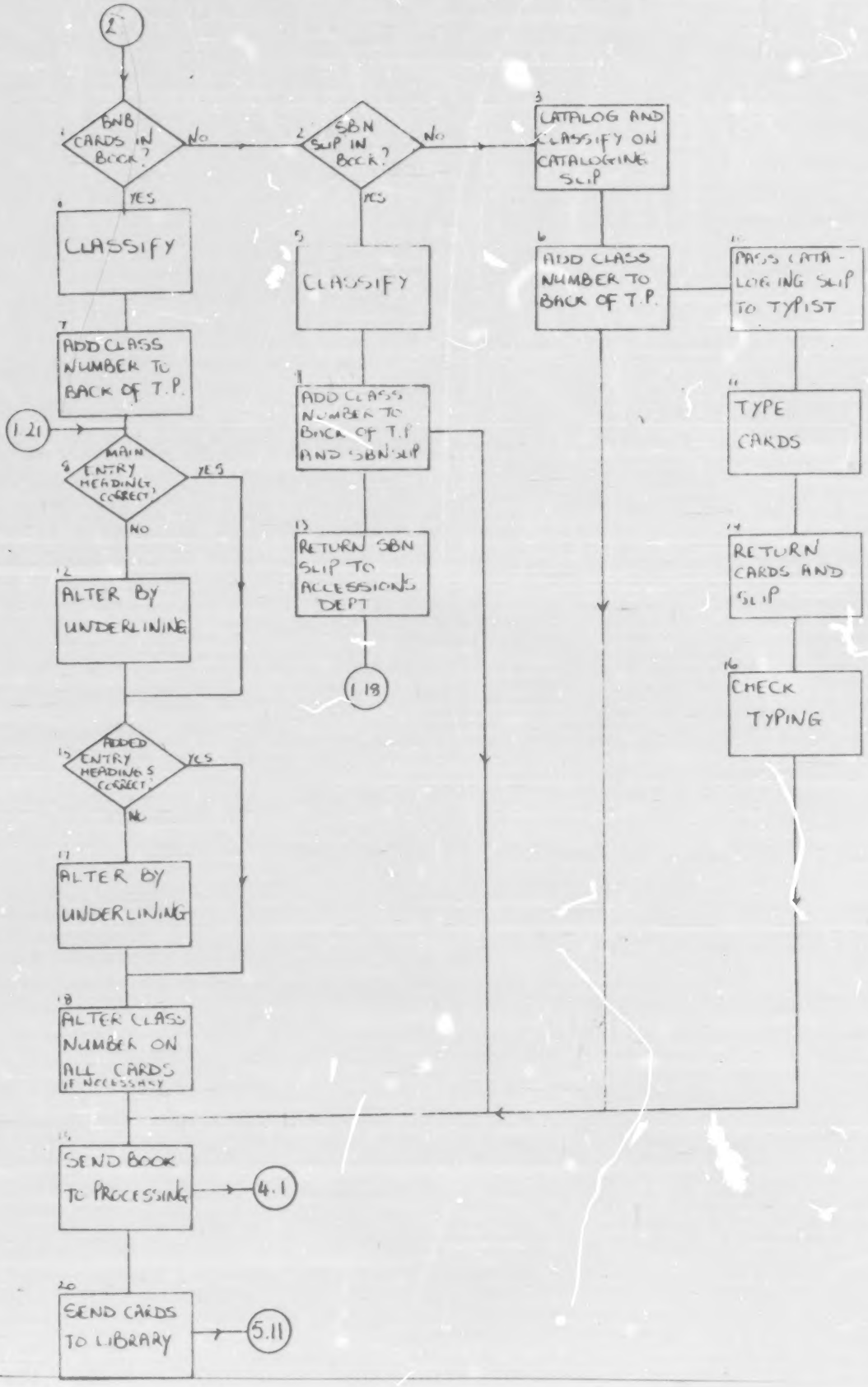
(NEW SYSTEM) (NS)

BOOK PROCESSING BP (New System) (NS)

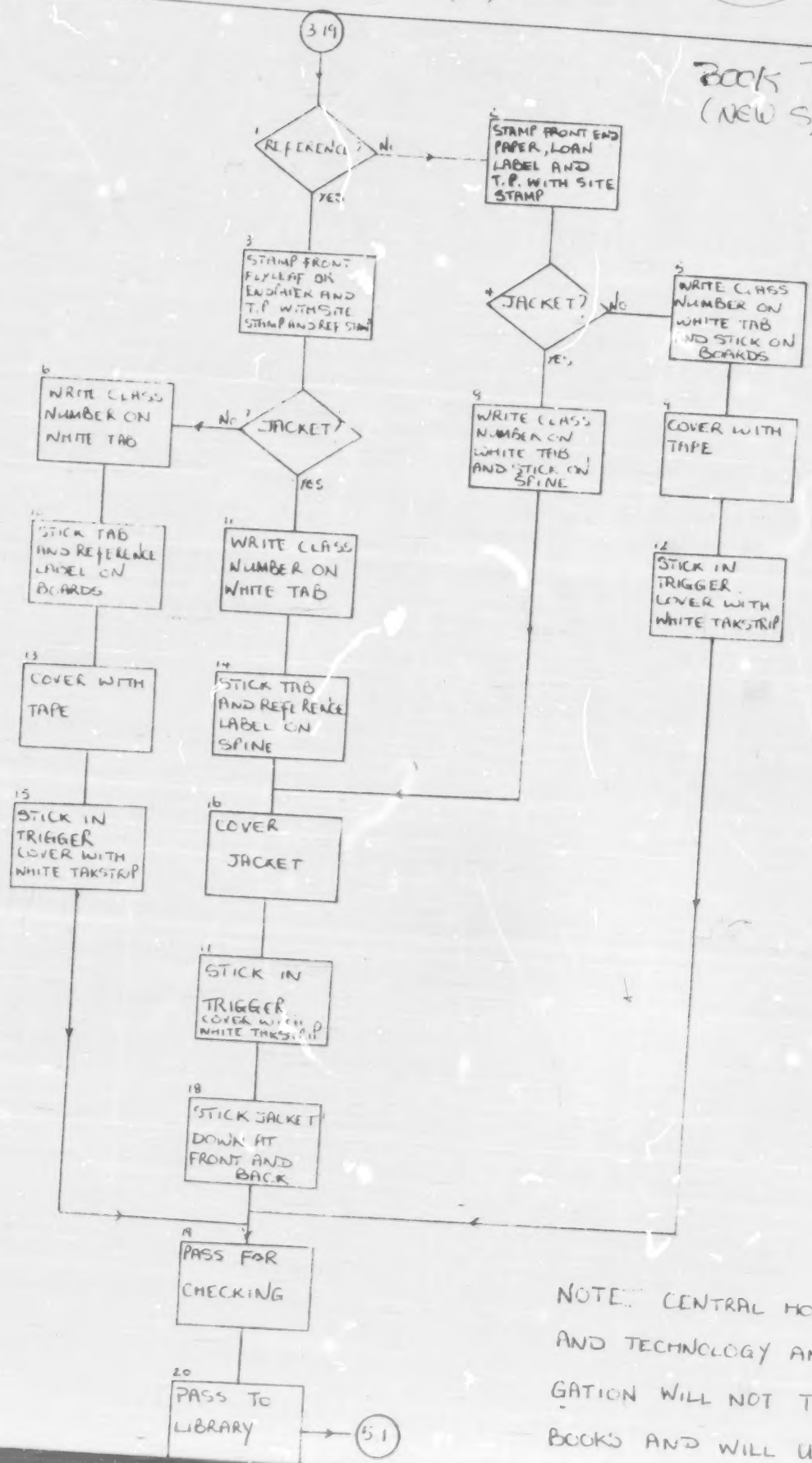

1 BOOKS ARRIVE
2 CHECK PACKING NOTE (PN)
3 WITHDRAW ORDER SLIP
4.2 BC(NS)
12 PASS TO SUBJECT SPECIALIST
22 MATCH WITH SLIP IN ON ORDER FILE
23 TRANSFER SLIP FROM ON ORDER FILE TO ORDERS RECEIVED FILE
24 DESTROY REMAINING SLIP
3.13
18 FILE SBN SLIPS
19 BNB CARDS ARRIVE
20 MATCH CARDS AND SLIPS
21 PASS TO CATALOGER
3.8
4 FIND ORDER NUMBER FROM PN
5 FIND ORDER
6 COPY PRICE, DATE ONTO ORDER
7 COPY DEPARTMENT CODE ONTO PN
8 MATCH PN WITH INVOICE, COPY REGISTER NO ONTO ORDER
10 SEND INVOICE TO FINANCE
END
11 DEPARTMENTAL ANALYSIS FROM PN
FILE PN
2.0
13 ORDER BNB CARDS, WRITE SBN ON ACCN CARD AND FILE
9 ORDER SLIP IN BOOK?
NO
YES
2.0
14 BNB NO ON ORDER SUP.?
NO
YES
15 BNB CARDS ARRIVED?
NO
YES
16 PLACE SBN SLIP IN BOOK (SBN + ACCESSION NO(S))
17 MATCH
2.0

					A,S N	A,S N
BOOK FOR	B	B	B	B		
PAPERBACK	-	-	Y	N	-	-
STAFF COLLECTION	Y	N	N	N	-	-
REFERENCE	-	Y	N	N	Y	N
ACCN. STAMP ON TITLE PAGE	X	X	X	X	X	X
ACCN. NO. ON ACCN. CARD	X	X	X	X	X	X
BOOK CARD	X		X	X		X
TITLE PAGE	X	X	X	X	X	X
LOAN LABEL	X		X	X		X
STICK LOAN LABEL ON FLY LEAF	X			X		X
ORDER DETAILS TO ACCN. CARD	X	X	X	X	X	X
AUTHOR, TITLE TO ACCN. CARD	X	X	X	X	X	X
PASS TO CATALOGUER		X	X	X		
PASS TO STAFF LIBRARIAN	X					
PASS TO SITE LIBRARY					X	X
FILE ACCESSION CARD	X	X	X	X	X	X

BOOK PROCESSING (NEW SYSTEM)

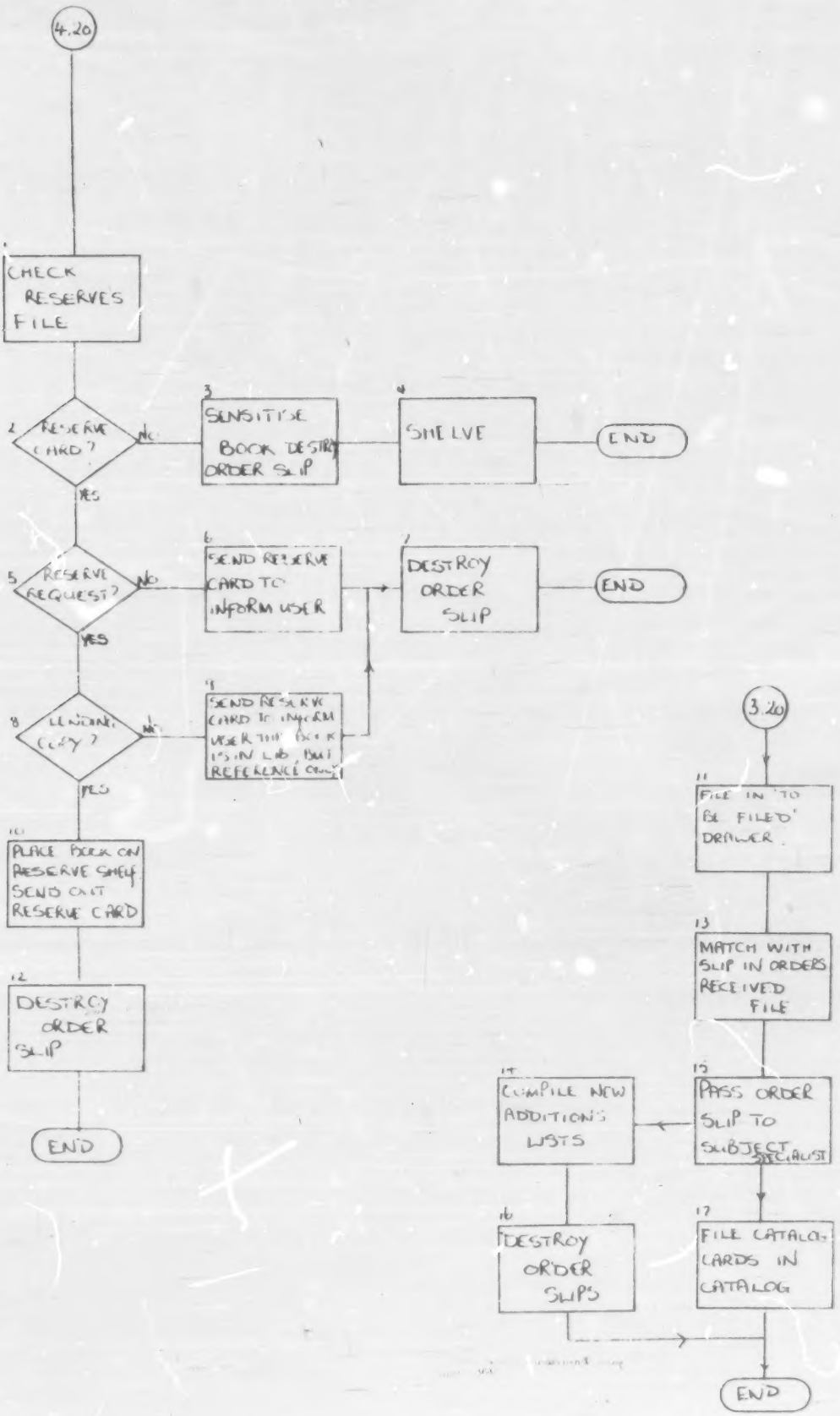


BOOK PROCESSING BP (NEW SYSTEM) (NS)

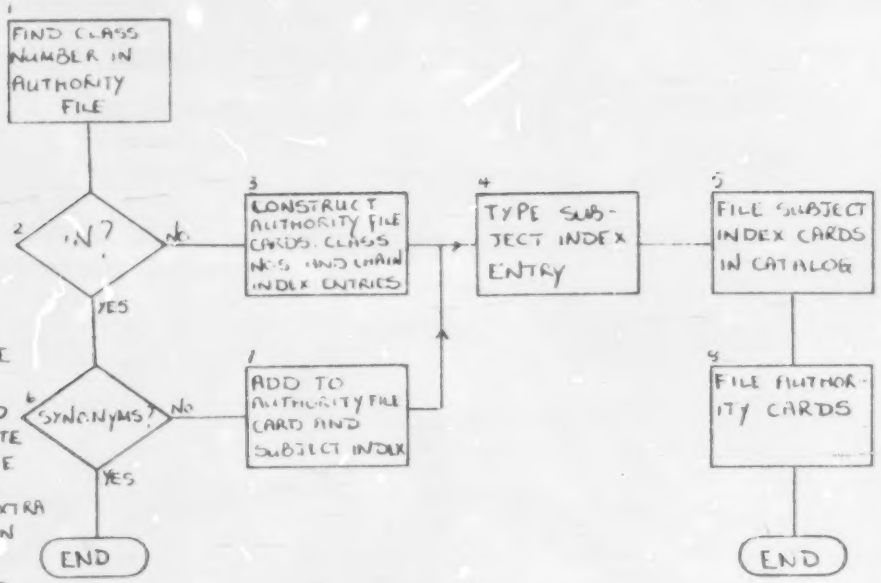

3 19
1 REFERENCE?
NO
YES
2 STAMP FRONT END PAPER, LOAN LABEL AND T.P. WITH SITE STAMP
3 STAMP FRONT FLYLEAF OR ENDPAPER AND T.P. WITH SITE STAMP AND REF STAMP
4 JACKET?
NO
YES
5 WRITE CLASS NUMBER ON WHITE TAB AND STICK ON BOARDS
6 WRITE CLASS NUMBER ON WHITE TAB
NO?
JACKET?
YES
7 COVER WITH TAPE
8 WRITE CLASS NUMBER ON WHITE TAB AND STICK ON SPINE
9 STICK TAB AND REFERENCE LABEL ON BOARDS
10 WRITE CLASS NUMBER ON WHITE TAB
11 STICK IN TRIGGER COVER WITH WHITE TAKSTRIP
12 COVER WITH TAPE
13 STICK TAB AND REFERENCE LABEL ON SPINE
14 STICK IN TRIGGER COVER WITH WHITE TAKSTRIP
15 COVER JACKET
16 STICK JACKET DOWN AT FRONT AND BACK
17 PASS FOR CHECKING
18 PASS TO LIBRARY
5.1

NOTE: CENTRAL HOUSE, SCIENCE AND TECHNOLOGY AND JAVI-GATION WILL NOT TRIGGER BOOKS AND WILL USE DYMO

BOOK PROCESSING (NEW SYSTEM) B1' (NS)



BOOK PROCESSING (NEW SYSTEM) BP (NS)



NOTE: DO THE SYNONYMS ALREADY USED GIVE ADEQUATE ACCESS TO THE ITEM IE ARE THERE ANY EXTRA CATCHWORDS IN THE TITLE WHICH SHOULD BE IN THE SUBJECT INDEX.

10. REVISED FORMS

The following revised forms are included:

10.1 Reservation/request card

10.2 Order slip

10.3 Bibliographic checking checklist

10.4 Loan label

10.5 SBN slip

AUTHOR | REQUEST DATE

TITLE | CLASS

PUBLISHER | DATE | PRICE | BNB/ISBN

TO LIBRARY

- ☐ Please reserve / obtain
- ☐ Please add to stock AND Reserve
- ☐ Inform me

FROM LIBRARY

- ☐ This book is now in stock
- ☐ It has been reserved for you. Please collect by ..../..../....

CITY OF LONDON POLYTECHNIC LIBRARY
SCHOOL OF (name and address)

10.1 REVISED RESERVATION / REQUEST CARD

AUTHOR | ORDER DATE | ORDER NO/ITEM

TITLE

PUBLISHER | PUBN DATE | PRICE

INFORM RESERV | DEPT | BOOKSELLER/REQ

BNB/ISBN

CLASS

THE LIBRARIAN
CITY OF LONDON POLYTECHNIC
84 MOORGATE
LONDON EC2M 6SQ

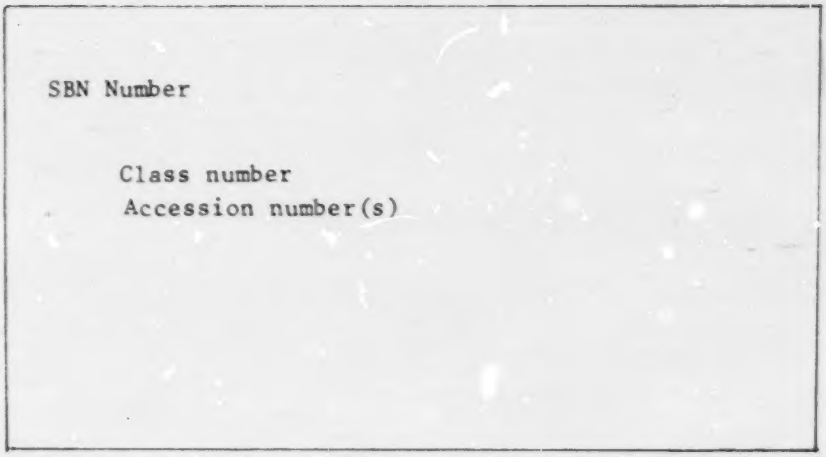
10.2 REVISED ORDER CARD

10.3 BIBLIOGRAPHIC CHECKING CHECKLIST

ITEM	RETURN TO:	DATE
	CHECKED BY:	DATE
AUTHOR CATALOGUE ORDERS RECEIVED FILE ON ORDER FILE BRITISH BOOKS IN PRINT BOOKS IN ENGLISH BNB BOOKSELLER		

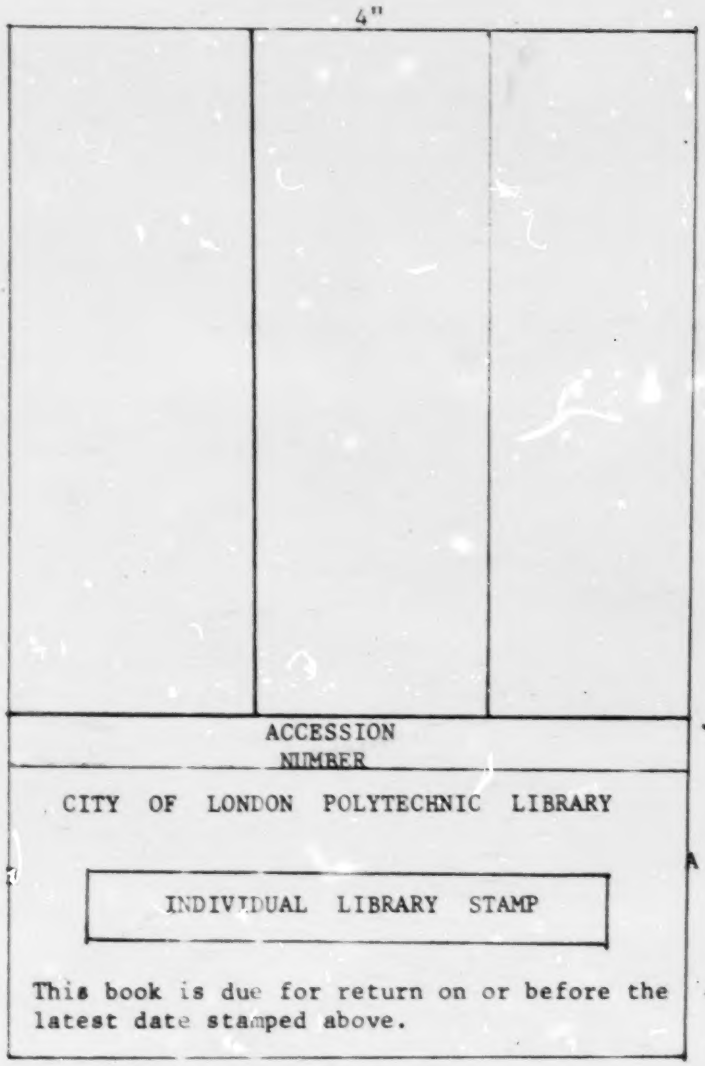
Subject specialists will have to cross out those sources which need not be checked. In special cases - e.g. foreign material or staff collection - they should add any other sources which ought to be checked. This form is used only for material not in approx. 5" x 3" format.

10.5 SBN SLIP



The purpose of this slip is to maintain a temporary record whilst BNB cards are being obtained.

10.4 LOAN LABEL


4"
.6"
ACCESSION NUMBER
CITY OF LONDON POLYTECHNIC LIBRARY
INDIVIDUAL LIBRARY STAMP
This book is due for return on or before the latest date stamped above.
A
This portion is folded up to be stuck along edges A and B

APPENDIX 1

The rearrangement of the library stock is based upon several assumptions:

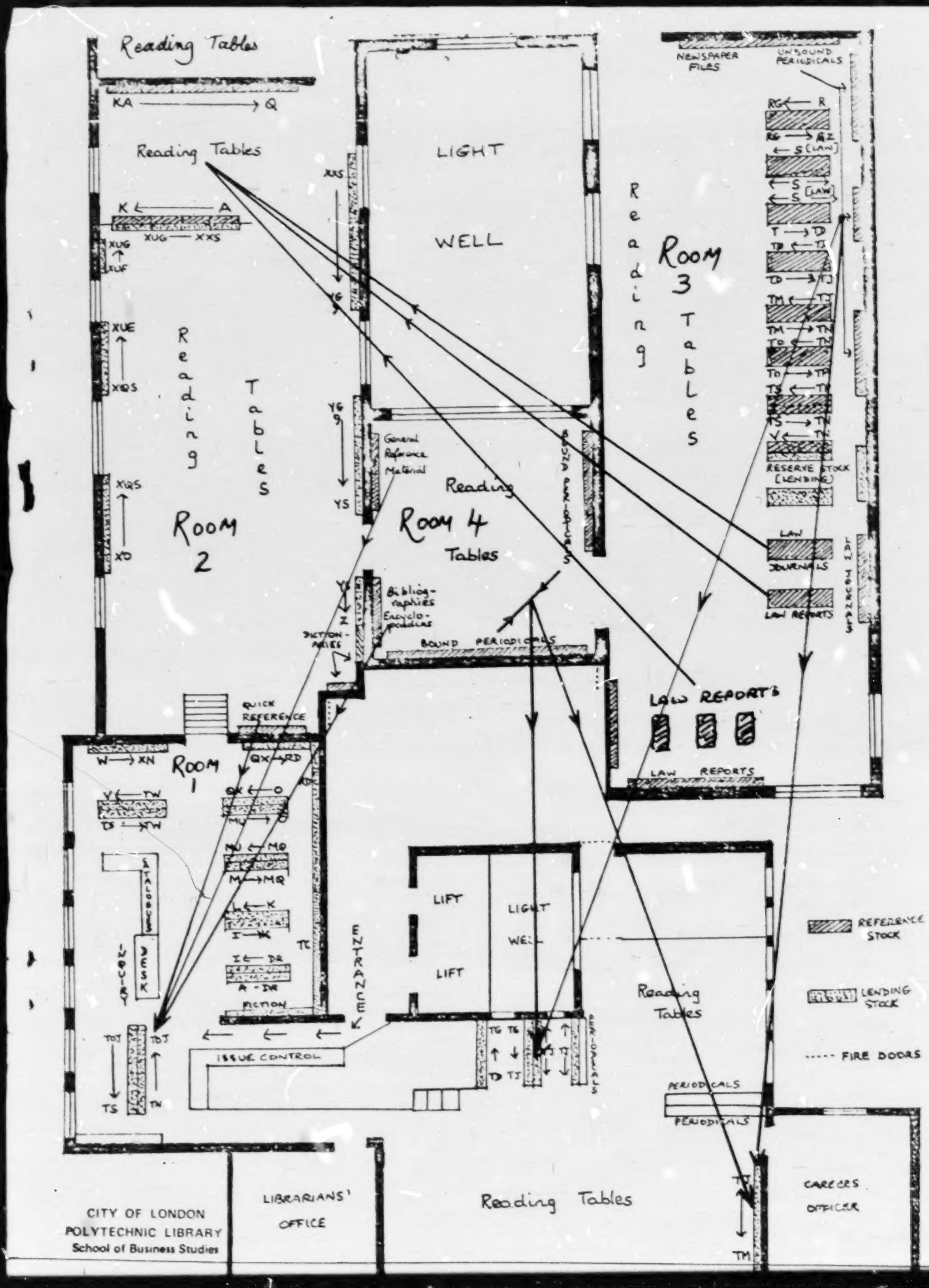
(a) A proportion (up to 50%) of the unbound periodicals are dead stock and can be either disposed of or held as microform copies.

(b) Probably 25% of the book stock can either be disposed of or held in the Waterden Road store.

(c) Law journals and reports should be kept together.

(d) The periodicals behind the counter should be made available on open access. Their present position stops much use.

(e) There is one integrated bookstock in a sequence from Room 1 → Room 2 → Room 3 → Room 4. Room 4 may possibly need to hold bound periodicals


Reading Tables
KA → Q
Reading Tables
K ← A
XUG — XXS
XUG
XUF
XUE
XQS
XQS
XD
Reading Tables
ROOM 2
XXS
YG
LIGHT WELL
YG
YS
General Reference Material
Reading
ROOM 4
Tables
Bibliographies Encyclopaedias
DICTIONARIES
BOUND PERIODICALS
QUICK REFERENCE
W → XN
ROOM 1
QX → RD
QX ← O
MU → O
MU ← MQ
M → MQ
L ← K
I → IK
IE ← DR
A - IN
FICTION
ENTRANCE
INQUIRY DESK
STATIONERY
TC
TDJ
TDJ
TS
TN
ISSUE CONTROL
LIFT
LIFT
LIGHT WELL
TG TS
TD TJ
TJ
TJ
QUICK REFERENCE
Reading Tables
PERIODICALS
PERIODICALS
TJ
TM
CAREERS OFFICER
LIBRARIANS' OFFICE
Reading Tables
CITY OF LONDON POLYTECHNIC LIBRARY
School of Business Studies
NEWSPAPER FILES
UNBOUND PERIODICALS
RG ← R
RG → RZ
← S (LAW)
S → (LAW)
S ←
T → TD
TD ← TJ
TD → TJ
TM ← TJ
TM → TN
TG ← TJ
TG → TH
TH ← TJ
TJ → TN
V ← TJ
RESERVE STOCK (LENDING)
LAW JOURNALS
LAW REPORTS
Reading
ROOM 3
Tables
LAW REPORTS
LAW REPORTS
REFERENCE STOCK
LENDING STOCK
FIRE DOORS